

Regent's Park College Oxford



Post

Tutorial Fellowship in English
with effect from 1 September 2024

Overview of the Post

Regent's Park College is in the exciting position of seeking to appoint a new Tutorial Fellow in English. The Fellow will act as Director of Studies for our English undergraduates, (currently 6 per year including joint schools), offer undergraduate teaching and engage in research. There is flexibility of area for teaching. The college currently has particular needs in the areas of early modern, Victorian, and modern literature papers but is open to applications from those with other research specialisms provided its core teaching needs are able to be met.

The Fellow will also share in leadership and administration within the College and in the pastoral care of students, and should be willing to take up one of the major administrative portfolios such as that of Senior Tutor, Tutor for Graduates, Tutor for Admissions, or Dean, if requested.

It is expected that the successful candidate will have a significant research profile commensurate to the stage of their career.

There is a specific requirement deriving from the College's Memorandum and Articles of Association that all Fellows in academic disciplines other than theology must be able to demonstrate an interest in exploring the relationship between their subject and Christian theology and ethics, show a commitment to engaging in some academic research into aspects of that relationship, and have a willingness to work on inter-disciplinary projects with the Tutors in theology. The successful candidate will therefore be able to demonstrate experience of and/or commitment to research which brings together their academic speciality with theology and religion.

Duties of the Tutorial Fellow in English

Director of Studies and Teaching

1. The Fellow will be Director of Studies and have overall responsibility for undergraduate students in English and shared responsibility for joint school students, arranging teaching and supervising these arrangements, overseeing the setting of collections, and monitoring the progress of and offering pastoral support to students.
2. The full teaching stint is 12 weighted tutorial hours, although there will be remission on teaching stint in lieu of a senior administrative role. Most of the teaching required will be in the form of tutorials and small seminars. Teaching will be mainly for students on BA courses, and the Fellow will need to be able to teach on papers commensurate with their academic speciality. There may also be a need to teach visiting students, and, if appropriate and invited by the Faculty, for students on graduate courses.
3. The Fellow will take the lead in the Admissions process of English students to College as part of the wider Faculty process.
4. The Fellow will attend the Tutorial Committee which monitors the progress of undergraduates in college.

5. The Fellow may be asked to offer work for the Faculty of English such as examining, or giving occasional lectures/series, but they are not required to do so.

Other Responsibilities

1. The Fellow will be expected to take a share in College administration and governance, including participating in the Fellows' meeting and in its sub-committees as appropriate. The Fellow will also be able to make themselves available for election to the College's trustee body, the Governing Body. The Governing Body usually meets once per term. All Fellows are members of the College's Council, which usually meets once per year.
2. The Fellow will share in the management of the College and should be willing to take up one of the major administrative portfolios such as that of Senior Tutor, Tutor for Graduates, Tutor for Admissions, or Dean.
3. The Fellow will be expected to engage actively in research and publication in their field. They may apply for one term's Sabbatical leave normally every seventh term (on full salary).
4. The Fellow will be expected to contribute to the cultivation of the College's academic community through activities such as participation in Research Seminars and offering occasional seminar papers or lectures within College.
5. The Fellow will have pastoral care of a group of undergraduate students as Personal Tutor, and will act as Advisor for a group of graduate students.
6. Outside full term in Oxford (3 x 9 weeks), the Fellow is expected to participate in events and programmes organized by the College from time to time, either onsite or elsewhere, in a way appropriate to their expertise and qualification. A flexibility of approach and commitment to teamwork is required.

Structure of responsibility

1. The Fellow reports to the Principal, who acts as their line manager in relation to their work, within and for the College. They are finally accountable to the Governing Body of the College.
2. The Fellow is a member of the Fellows' Meeting, which advises the Principal. They are also eligible to be elected to the College's trustee body, the Governing Body. All Fellows are members of the College Council, their voting rights on Council and Governing Body being subject to the regulations of the Charity Commissioners.
3. The Fellow will be nominated for membership of the appropriate Faculty. The College does not have the power to confer this membership.

Terms of Appointment

In general, the terms of appointment are shaped by the particular nature of the College and its 'mission', as explained in the first section.

1. This is a full-time, permanent appointment. It is subject to confirmation after a probationary period of one year, with an interim review after six months.
2. At the time of advertising the salary for this post is £52,247. There is currently no graduated salary scale, but the salary is reviewed annually by the Trustee's Remuneration Committee. The salary of 1 September 2024 will therefore be in excess of this figure. Further details are available on request.
3. The Fellow will be automatically enrolled into the Universities Superannuation Scheme (USS) unless they notify the College otherwise, with College contributions.

4. The Fellow will be provided with office space furnished with appropriate equipment which will be considered their normal place of work.
5. The Fellow will be eligible to apply for paid sabbatical leave of one term in seven terms.
6. The Fellow will have the right to dine in College when meals are available to staff, up to five lunches and five dinners per week. The Fellow will be a member of the Senior Common Room.
7. The holiday entitlement is 30 days plus 8 bank holidays a year. The two May bank holidays are normally worked because they fall in Trinity Term and a day in lieu for each taken outside of term time. Holiday is not normally permitted during term time, though may be taken with prior agreement of the Principal under special circumstances.
8. In the event that the Fellow be granted a joint appointment with the University/Faculty, the College will add an amount to the University salary to provide a total salary not less than the level described above. In addition, the College will pay an emolument in recognition of duties beyond those required from Fellows who are not University post-holders.
9. The College offers a health cash plan, contributory for partners.
10. Following the probationary period of 12 months, the Fellow will meet annually with the Principal to discuss their personal and professional development.
11. The Fellow will be expected to act in accordance with and be subject to the various College policies and procedures as adopted by its Governing Body from time to time.

Person Specification and Selection Criteria

The successful candidate will demonstrate the following in application and at interview:

Essential

Candidates must

1. Be an established academic who has a doctorate in their academic field;
2. Have significant experience of teaching university undergraduates;
3. Be able to teach a range of core areas of the curriculum;
4. Have a research and publication record in their field commensurate with this position and the stage of their career;
5. Be able to demonstrate experience of and a commitment to exploring interdisciplinary research involving their academic speciality, theology and religion and a willingness to work on interdisciplinary projects with other tutors.
6. Be able to demonstrate efficiency in administration;
7. Be flexible and willing to work as a team member;
8. Be able to offer pastoral support to students.

Desirable

It is desirable that candidates:

1. Can show evidence of a variety of post-doctoral research;
2. Have experience of working with graduate students in teaching or supervision;
3. Have experience of managing other people;
4. Be able to demonstrate experience of a nature sufficient to enable them to take up on appointment a major administrative portfolio, such as, for example, that of Senior Tutor, Tutor for Graduates, Tutor for Admissions, or Dean.
5. Have knowledge of Oxford's academic context and practices.

Application procedure

1. Applications are welcome from all suitably qualified candidates, including those from backgrounds which are under-represented in academic posts in Oxford.
2. Candidates should address a letter of application to the Principal explaining how the applicant believes that they meet the selection criteria specified.
3. The letter along with current CV and the names of three referees, should be received by the PA to the Principal-Human Resources kristin.anderson@regents.ox.ac.uk by **9am Thursday 22nd February** in electronic or hard copy.
4. All applicants will be asked to complete an Equal Opportunities Monitoring Form (these will be sent upon receipt of an application).
5. Shortlisted applicants will need to ask their three referees to write directly via email to the same address.
6. It is anticipated that Interviews will be held on either the 11th or 12th of March, but will be confirmed at time of application. Candidates invited for interview will be asked to make a presentation. Information to be provided.
7. The preferred starting date for the post will be 1 September 2024.

Selection process

Applications for this post will be considered by a selection panel comprising the Principal (or nominee), two other College academic staff, a nominee of the College's Governing Body, and a representative of the Faculty of English. Candidates invited for interview will be asked to make a presentation as part of the process. The selection panel duly constituted is responsible for conducting all aspects of the recruitment and selection process, and is authorized by the College's Governing Body to make the appointment. No offer of appointment will be valid until and unless a formal contractual offer has been made. The appointment will be subject to standard pre-employment screening, as applicable to the post, including right-to-work, proof of identity and references.

Equal Opportunities Statement

The policy and practice of the College and the University of Oxford require that all staff are offered equal opportunities within employment and that entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. For monitoring purposes we ask all applicants to complete an equal opportunities monitoring form.

Documentary proof of right to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence. Information on acceptable right work documentation can be found at www.gov.uk. Do not include these documents with your application. You will be sent a request for the relevant information at the appropriate point in the selection process.

Valid NI number

The College is required by HM Revenue and Customs (HMRC) to have a valid national insurance (NI) number for payroll purposes and we request that a valid national insurance number is provided before commencing employment. If applicants are not currently in possession of a valid national insurance number, they should apply without delay to HMRC. For further information please see the HMRC website at <http://www.hmrc.gov.uk/ni/intro/number.htm>.

Data Protection

Regent's Park College is committed to protecting the privacy and security of personal data.

Our [Staff Applicants Privacy Notice](#) explains what personal data Regent's Park College holds about applicants, how we use it internally, how we share it, how long we keep it and what your legal rights are in relation to it.

Annex

Regent's Park College, Oxford

The University of Oxford comprises 39 Colleges and 4 Permanent Private Halls collectively associated with the academic departments and central offices. Regent's Park College was founded in Stepney, London, in 1810, incorporating a Baptist Education Society formed in 1752. It became a Permanent Private Hall of the University of Oxford in 1957, with full rights to matriculate undergraduate and postgraduate students in the University and with its Fellows as teaching members of the University Faculties.

Regent's Park College is the largest of the Permanent Private Halls with about 200 full-time students and 70 who are part-time. These include approximately 115 undergraduates, 115 postgraduates, 30 candidates on vocational theology and ministry courses and 15 FTE visiting students who come for between one and three terms as part of their home degree, mostly from the USA and the EU. Undergraduates study on courses in the Humanities and Social Sciences including Classics, English, Geography, History, Human Science, Politics, Law, Philosophy, Theology and Economics. Postgraduates study on a wide range of courses including Theology.

The College is committed to enabling all students who so desire to make connections between their academic disciplines and religious faith. It has particular interest in developing inter-disciplinary approaches to teaching and research engaging with theology. The memorandum and articles of the College state that: "All persons to be appointed to Official Fellowships or Research Fellowships in academic disciplines other than theology must be able to demonstrate an interest in exploring the relationship between their subject and Christian theology and ethics, a commitment to engaging in some academic research into aspects of that relationship, and a willingness to work on inter-disciplinary projects with the Tutors in theology." As a Baptist foundation in membership of the Baptist Union of Great Britain, an indispensable part of the work of Regent's Park College is the training of candidates for the Baptist ministry in the United Kingdom and abroad, through both residential and church-based courses.

The College occupies an historic site in Oxford on the corner of St. Giles and Pusey Street, an advantageously central location between the Ashmolean Museum and the University's Radcliffe Observatory Quarter. Regent's Park College is committed to academic excellence and has a reputation as a friendly and supportive community.

Further information can be found on the college's web site: <http://www.rpc.ox.ac.uk>.