UNIVERSITY OF OXFORD

**Oriel College**

MAIN ORGANISING TUTOR AND FIXED-TERM COLLEGE Lecturer IN MEDIEVAL HISTORY

Oriel College seeks to appoint a College Lecturer in Medieval History (1000-1500) for one year from 1 September 2023 to 31 August 2024. In addition to delivering teaching, the role-holder will also act as the Main Organising Tutor for the subject during Michaelmas Term 2023. Applications are welcome from specialists in any field or region of Medieval History between 1000 and 1500. Candidates should have completed a doctorate in a relevant field, and have experience of undergraduate teaching.

The person appointed will be required to teach eight hours of tutorials (one or two students) or classes (up to 10 students) per week during term time. A number of these hours will be for other colleges within Oxford. It is essential that the person appointed be able to provide tuition in the following papers:

* Approaches to History (a first-year paper taught in tutorials, offering at least two of the following options: Anthropology & History, Archaeology & History, Art & History, Economics & History, Gender & History, Sociology & History)
* Disciplines of History (a second-year paper in historiography and comparative history, co-taught in classes)
* European and World History 1000-1300 (a first-year paper taught in tutorials)
* History of the British Isles 1000-1330 (a first- or second-year paper taught in tutorials)
* History of the British Isles 1330-1550 (a first- or second-year paper taught in tutorials)

In addition, the person appointed will be required to offer tutorials in accordance with their interests and experience, in the second-year papers in European and World History, from among the following options:

* The Central Middle Ages, 900-1300
* The Late Medieval World, 1300-1525
* The Global Middle Ages, 500-1500

Ability to offer tutorials in any of the faculty's Optional, Further, or Special Subjects may be an advantage but is not required. Details of all these papers can be found at: <https://www.history.ox.ac.uk/ba-history>

In addition to teaching, the person appointed will assist Dr Julia Mannherz in the organisation of History and its Joint School degrees (Ancient and Modern History, History and Modern Languages, History and Economics, History and Politics) within Oriel College. This will involve setting and marking termly college exams, arranging tuition both inside and outside the college, writing reports on individual students, attending relevant college committee meetings, admitting undergraduate students (marking tests and essays, assessing UCAS forms, conducting interviews, attending faculty meetings), advising postgraduate students, assisting at open days, and carrying out all the pastoral and administrative tasks related to teaching students.

**Overview of the College**

Oriel is a friendly and attractive college located right in the heart of Oxford. Founded in 1326 by King Edward II, it is one of the oldest colleges in Oxford. The student body at Oriel is made up of undergraduates and postgraduates studying a wide variety of courses in a broad range of subjects. The students come from all kinds of schools, backgrounds and countries, and the college is committed to selecting the best applicants, based on academic achievement and potential, irrespective or educational background, gender or ethnicity. For further information about Oriel College see <http://www.oriel.ox.ac.uk>.

**Duties of the appointment**

To act as a College Lecturer in Medieval History:

1. To undertake teaching for an average of eight hours per week during term time to undergraduates at Oriel College, or to students at other colleges in return for payment to be remitted to Oriel.
2. Students should receive appropriate guidance for writing essays in advance of tutorials and appropriate written feedback on written work submitted.
3. To arrange tuition both inside and outside the college for students as required.
4. To set and mark Collections (beginning of term internal college exams) as required, and to write end of term Tutorial Reports.
5. To meet or contact the relevant undergraduates in 0th week at the start of each term to confirm arrangements for the term’s work, and again in 8th week to review progress made.
6. To provide academic guidance and pastoral care to undergraduate students, and liaise with other college staff in order to address any problems which may arise.
7. To attend relevant college committee meetings.
8. To play a full part in the undergraduate admissions process; marking tests and essays, assessing UCAS forms, conducting interviews, attending faculty meetings and assisting with administration. Admissions training will be provided.
9. To participate in college Open Days and other outreach activities for the college.
10. To act as a Postgraduate College Advisor to students undertaking postgraduate study in a related field.

In Michaelmas Term 2023, to act as the Main Organising Tutor in History:

1. Teaching arrangements for History will be coordinated by the post holder.
2. To represent the subject at meetings of the College’s Tutorial Committee.
3. To organise and run the undergraduate admissions process.
4. To coordinate representation of History in College Open Days and other schools liaison or widening participation activities for the College

**Terms and benefits**

The basic stipend will be according to the Senior Tutors’ Committee recommended scale for full-time stipendiary lecturers with a teaching stint of 8 hours per week (on a pro rata basis - currently £19,841 to £22,232 per annum depending on experience). Contributory membership of USS (the Universities Superannuation Scheme) is also offered. The Lecturer will be entitled to meals (lunch and dinner) in the Senior Common Room, at the College’s expense. Additionally, the Lecturer will have access to a research allowance of £1,263 for the year, as well as receiving a main organising tutor allowance of £1,442 in Michaelmas Term 2023.

SELECTION CRITERIA

* A doctorate in a relevant field
* Experience of teaching undergraduate students
* Organisational/administrative experience
* Ability to advise and guide students experiencing academic problems

How to apply

Applicants should submit their application, including references, to the HR Manager via email [academic.recruitment@oriel.ox.ac.uk](mailto:academic.recruitment@oriel.ox.ac.uk) no later than **Sunday 11th June 2023** Each application should include a CV giving a brief summary of the applicant’s career with details of their education and experience, and a covering letter outlining the nature of the applicant’s current research and suitability for the role, together with the names and contact details of two referees able to comment on their teaching and research. Candidates are asked to ensure that their referees send their references direct to [academic.recruitment@oriel.ox.ac.uk](mailto:academic.recruitment@oriel.ox.ac.uk) by **Sunday 11th June 2023**.