

JOB DESCRIPTION

Job title	German Lektor
Location	Oxford colleges
Salary	£41,700 per annum
Hours of work	Full time (up to 14 contact hours per week (commencing 1 September 2026))
Contract type	Fixed-term from 1 September 2026 to 31 August 2030
Application deadline	Tuesday, 7 April, 9.00a

Overview of the role

Three consortia of Oxford Colleges within the University of Oxford each seek an enthusiastic, self-motivated and suitably qualified German Lektor to undertake German language teaching and associated duties for undergraduate students in years 1, 2 and 4 (the third year is usually spent abroad).

The consortia consist of the following colleges:

CONSORTIUM B: Pembroke College (host College), Merton College, Exeter College, Brasenose College, Wadham College;

CONSORTIUM C: Oriel College (host College), Christ Church, Jesus College, Somerville College, Magdalen College;

CONSORTIUM D: St Edmund Hall (host College), St Peter's College, St Hilda's College, Hertford College, Lincoln College).

Each postholder will be required to teach students for 12-14 hours per week (mainly during term time) in written, oral, and aural German language and grammar work, participate in the development of language skills for ab initio students, assist in the preparation of students for oral examinations, contribute to relevant German language and literature courses, and take part in pre-sessional courses and undergraduate admissions interviews. They will be required to provide appropriate feedback and report on students' progress, and they will also be responsible for organising culturally related extra-curricular activities and administrative tasks for undergraduates studying German. In addition, they will contribute to outreach activities and offer support, as required, to students on their year abroad. Some duties will be required outside of the three academic terms.

Responsibilities/duties

The full range of duties is detailed below. The Lektor will provide 12-14 hours of teaching per week during the three 8-week terms (known in Oxford as Michaelmas, Hilary, and Trinity) of each academic year. The allocation of time between the colleges of the Consortium is, in principle, roughly equal – normally 2 or 2.5 hours per college – with some teaching being organised on an intercollegiate basis.

The postholder will be expected to work independently at times but always ultimately in collaboration with the Modern Languages Fellows and relevant Lecturers and Lektors in the consortium colleges.

The duties of the Lektor will include:

- a) preparation of final-year undergraduates for the oral/aural examination
- b) acting as assessor in the oral examination in the Final Honours School
- c) written language work in German and grammar work in all years, especially essay-writing skills
- d) marking of termly college exams ('collections') relating to the courses taught
- e) participation in the development of language skills for ab initio students
- f) contribution to targeted online revision support during July for any first-year student(s) in the Lektor's consortium who fail their Paper I language-skills exam, in consultation with the relevant German tutor(s). The Lektor should inform the tutor(s) in good time of students who are at risk of falling short of the pass threshold
- g) participation in a seminar and lecture course on *Deutsche Gesellschaft und Kultur* for first-year undergraduates
- h) development of 'Landeskunde'-based language courses for second-year undergraduates including preparation for the year abroad
- i) the opportunity to give lectures on 'Landeskunde'-based topics
- j) contribution to an integrated course on German Literature 1770 to the present, including cultural / historical / political background (not necessarily in all colleges and not normally involving tutorials)
- k) submitting reports relating to tuition of each college's students via the University's teaching management platform (when submitting reports, the Lektor/Lektorin should ensure that they familiarise themselves with this and that where relevant, the payment details for each student reflect the student's college)
- l) interviewing ab initio applicants in Admissions week (normally Wednesday of 9th week in the Michaelmas Term) including completion of any prior training requirements
- m) contribution to a Pre-sessional course for freshers (especially ab initio) in the second half of September (the two weeks before "Noughth Week"). This would normally apply only from the second year of the appointment
- n) contribution to the judging of the Oxford German Olympiad, a national competition for schools. The judging takes place primarily in the period March – June
- o) contribution to the collaborative work of the Sub-faculty of German's language teaching team (consisting mainly of the Senior Language Instructor and Lektors) in providing students across the Sub-faculty of German with a rich experience of language learning, and ensuring that reasonable cover is provided for any unexpected and short-term shortfall in teaching within the team (e.g. for reasons of illness of a team member)
- p) timely, regular and responsive communication – including during vacations, except when on annual leave – with students, relevant members of staff in the colleges of the Consortium, members of the Sub-faculty of German's language teaching team and other members of the Sub-faculty of German on matters including the following: arrangement of classes, assignments, feedback, questions concerning the year abroad; coordination with other members of staff on teaching provision;

arrangements concerning examining, interviewing, and participation in outreach activities (e.g. Oxford German Olympiad).

- q) attendance at meetings of the Sub-faculty of German (normally week 3 of each term)
- r) pastoral care and administrative tasks related to the above teaching duties
- s) provision of culturally related extra-curricular activities such as organising German film screenings, a drama group and/or a German society.

No in-person duties will be required between the beginning of the 10th week of Trinity Term and 15 September.

Type of post

This is a fixed-term, career development post for an early- to mid-career scholar who is in living contact with the contemporary culture and the current idiom of German-speaking countries. It will provide them with further experience of undergraduate teaching in German as a foreign language. An essential feature of the appointment is that it is specifically designed to be held by a succession of post-holders, each engaged for a limited term, in order to provide career development opportunities and to ensure the incorporation of up-to-date use of the German language and related cultural knowledge. Applicants must not have previously held a comparable career development appointment at Oxford or another British university.

Selection criteria:

The successful candidate will be able to demonstrate that they meet the following essential selection criteria:

- Native or native-equivalent language ability in German
- Experience of, or aptitude for, undergraduate-level teaching in German as a foreign language (*Deutsch als Fremdsprache*)
- An understanding of the needs of high-achieving undergraduates and a commitment to fostering high academic achievement in undergraduates
- Good organisational skills, communication skills, and the sensitivity to deal effectively with students.

A desirable criterion is:

- A language teaching qualification or equivalent.

Salary and benefits

- **£41,700** (current rates) per annum,
- Use of a shared teaching room in College.
- Two free meals (lunch or dinner) per week in each College while the kitchens are open.
- Associate Membership of the host college's Senior Common Room (with options for further memberships in the other consortium colleges).
- Eligible staff may join or remain a member of the Universities Superannuation Scheme. Details are available on the website at <http://www.admin.ox.ac.uk/finance/pensions/uss/>.

- Employee Assistance Programme alongside access to dedicated support both within the college and wider University for your personal and career development.
- Subject to availability there may be an opportunity to rent accommodation from the host College.

There is no entitlement to sabbatical leave.

Pre-employment screening

Standard checks: if you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide proof of your identity. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

The successful applicant will be required to provide proof of eligibility of their right to work in the UK. If they require a UK visa, this will be discussed when they have been offered the role with advice on the relevant visa route and visa application process then provided by the University's Staff Immigration Team.

How to apply

Applicants should submit their application via Oriel College's website: -

(<https://www.oriel.ox.ac.uk/vacancies/>) using the online Application Form **no later than the deadline of 7 April 2026, 9.00. Applications received after this time will not be considered. Application documents should include:**

- Covering letter or statement of no more than 700 words explaining how you meet the criteria set out above using examples of your skills and experience - this may include experience gained in education or employment - and also outlining your reasons for applying for this post at Oxford.
- CV, including teaching experience.

The consortium colleges currently operate an EJRA of 30th September immediately preceding the 70th birthday for all academic staff.

Applications will be judged only against the criteria which are set in the job description, and applicants should ensure that their applications show clearly how their skills and experience meet these criteria.

The consortium colleges are committed to fairness, consistency and transparency in selection decisions. Members of selection committees are aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from minority ethnic candidates, who are under-represented in academic posts in Oxford.

If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account.

The consortium colleges welcome applications from candidates who have a disability or long-term health condition and are committed to providing long-term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for an interview, we will ask whether you require any particular arrangements at the interview.

References

Short-listed candidates will be asked to ensure that two referees send their references directly, in advance of the interview on 23 April 2026, by email, to academic.recruitment@oriel.ox.ac.uk

The colleges will not request references directly from the referees.

The consortium colleges are grateful to referees for their assistance; and they hope that the referees will understand the impracticability of acknowledging receipt of referees' letters.

Interviews

Interviews for the position are expected to take place online on Thursday 23 April 2026.

If you need help

If you have any questions regarding the application process, please contact academic.recruitment@oriel.ox.ac.uk. Questions about the post or the duties should be directed to the Consortium Coordinator Katrin Kohl Katrin.kohl@jesus.ox.ac.uk. All enquiries will be treated with strict confidence and will not form part of the selection decision.

Important information for candidates

Data Protection

Please note that any personal data submitted to the Colleges as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation.

The Colleges exist to promote excellence in education and research and are actively committed to the principle of equality of opportunity for all suitably qualified candidates.

Offer of employment

Applications for this post will be considered by a selection committee. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Governing Bodies of the consortium colleges based on a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by these Governing Bodies and a formal contractual offer has been made by the host college of the appointing consortium.