Overview of the Post

Applications are invited for a new Lectureship in Academic Skills. The post-holder will play a pivotal role in the development and delivery of the new Academic Transition Support Programme at University College, which will help incoming students equip themselves with the necessary skills to transition successfully to university-level study.

The post is part time and tenable for one year in the first instance, starting as soon as possible (but not later than 1st January 2023). It is hoped that if successful the programme will continue in subsequent years.

By mutual agreement this position may be held concurrently with another compatible post in the University of Oxford or elsewhere.

University College

Founded in 1249, University College is one of 39 constituent colleges of the University of Oxford. It admits around 125 new undergraduate students and 75 new graduate students each year. The College has a longstanding commitment to access, inclusion and a high-quality student experience, and has spearheaded several high-profile initiatives in support of these aims. You can find out more about the College at https://www.univ.ox.ac.uk/.

The Transition Support Programme

Working with the College’s Tutor for Undergraduates, the Lecturer in Academic Skills will have day-to-day responsibility for the development and delivery of the college’s Academic Transition Support Programme. The programme, which is new in the academic year 2022-23, builds on the college’s long-standing commitment to supporting its undergraduates’ academic transition to study at degree level and will draw from the college’s experiences running Maths Week (a pre-sessional intensive course to prepare students for university-level maths) and the Opportunity Oxford pilot programme. The lecturer’s role offers an exciting opportunity to make a major contribution to developing the Academic Transition Support Programme.

The aim of the programme is to help all undergraduate students joining the college to establish the study skills needed for success on their particular course. It comprises elements delivered to all first-year undergraduates (together or in cognate subject groups) and more tailored support provided to small groups or individuals on a self-referral or tutor-referral basis, some of which will be provided by a small team of trained mentors. Support will be offered at appropriate points during the academic year, e.g. in the run-up to examinations. When appropriate, support may also be offered to students in other year-groups.
The role

The lecturer will be expected to:

- Take day-to-day responsibility for the development, organisation, and delivery of the Academic Transition Support Programme and serve as the first point of contact for the programme for students, tutors, and administrative staff
- Be available to offer academic skills support and advice to students and tutors and to signpost other relevant support within the college, the wider university, and outside
- Design and deliver (or assist in the organisation and delivery of) whole year-group and subject-group sessions on academic skills, with a particular focus on the effective transition to university-level study for first-year students
- Assist in the recruitment and training of mentors, who will provide individual mentoring sessions in academic skills to students
- Coordinate the provision of individual mentor support
- Prepare and maintain written support materials for students and tutors
- Collaborate with subject tutors to ensure that subject-specific differences in teaching and learning are accounted for and reflected in the programme’s delivery
- Liaise with the Tutor for Undergraduates and subject tutors to provide tailored support to individual students and/or cognate subject groups as required
- Through attending relevant training, conferences, workshops and/or conducting desk research, keep abreast of research in academic skills development and inclusive teaching and learning practices and ensure that the development and delivery of the Academic Transition Support Programme is informed by such research.

Selection criteria

Essential criteria

- Strong educational background including a good first degree or equivalent and a higher degree or other appropriate postgraduate qualification (e.g. PGCE)
- Strong organisational skills and ability to manage multiple demands and priorities effectively
- Experience of providing support in academic and study skills to students from a variety of different educational backgrounds, including a demonstrated commitment to inclusive teaching and learning practices
- Excellent interpersonal skills
- Excellent written and spoken communication skills
- Ability to work with appropriate independence and discretion
- Ability to work collaboratively with tutors and administrative staff
- Ability to train and manage a small team of mentors

Desirable criteria

- Experience of college and/or departmental teaching within Oxford undergraduate courses
- Experience of teaching at sixth-form level or equivalent
- Qualification in teaching or training
- Experience of managing others

Terms of Appointment

The salary is £13,962 - £15,703 per annum (actual salary, current rates), based on 0.5FTE of points 23-27 of the national pay spine and equivalent to a 6-hour Stipendiary Lectureship on the Oxford scale.
The lecturer is expected to be available for up to 10 hours of student-facing work and 7 hours of standard office hours spread over not less than three days per week. The majority of student-facing work is expected to take place during term time, but some support of students will be required during the vacations, particularly in the weeks preceding the start of term and during exams. It is expected that some work outside of term can be done remotely. Flexible working hours by prior agreement.

This is a fixed-term appointment for one year in the first instance, starting as soon as possible (but not later than 1st January 2023). It is hoped that if successful the programme will continue in subsequent years.

By mutual agreement, this position may be held concurrently with another compatible post and/or at a lower FTE.

Other Benefits

The following additional benefits are available at University College:

- **Lunch and dinner in the Senior Common Room free of charge throughout the academic year, except when the kitchens are closed**
- **Membership of USS pension scheme**
- **Dedicated office space**
- **Occasional access to small conference grant**

Application procedure

Applications should be sent to recruitment@univ.ox.ac.uk by 12 noon (UK time) on Monday 31 October 2022, and should include:

- A covering letter.
- A completed application form.
- A description of teaching experience.
- A curriculum vitae.
- The names of two academic referees, to include one referee able to provide a teaching reference. Applicants should ask their referees to write direct to recruitment@univ.ox.ac.uk, by the same closing date of 31 October 2022.

Electronic applications and references are preferred. Applications should be submitted as a single pdf document, in the order listed above. All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College’s Data Protection Policy (available on the website at [https://www.univ.ox.ac.uk/content/policy-documents-and-regulations](https://www.univ.ox.ac.uk/content/policy-documents-and-regulations)). Applicants are requested to inform their referees that even where a reference is marked “strictly confidential” it could still be disclosed to the subject of the reference if that subject so requested and the College’s Data Protection Officer deemed it appropriate.

Candidates are also asked to complete a recruitment monitoring form, available to download from the website. This form is used for monitoring purposes only and will not be seen by any member of the selection committee.

Potential applicants wishing to make informal enquiries about this post may contact Dr Richard Ashdowne (tutor.undergraduates@univ.ox.ac.uk), the Tutor for Undergraduates.

Interviews are expected to take place on **Friday 11 November** (subject to confirmation). Further details will be sent to short-listed candidates.

All reasonable interview expenses will be reimbursed, and overnight accommodation can usually be provided if needed.
Please note that this appointment will be conditional on verification of the successful candidate’s right to work in the UK.

*University College is an equal opportunities employer. Applications are particularly welcome from women and black and minority ethnic candidates, who are under-represented in academic posts in Oxford. Applicants are asked therefore to complete the confidential and anonymous recruitment monitoring form. Forms should be returned to hr.admin@univ.ox.ac.uk*