

Job title	Departmental Lecturer in Medieval History
Faculty	Faculty of History
Division	Humanities
College	This post is offered in association with Somerville College
Location	Faculty of History, George Street, and Somerville College, Woodstock Road, Oxford
Grade and salary	Grade 7 1-3: £36,024 - £38,205
Start date	1 January 2024 or as soon as possible thereafter
Hours	Full time
Contract type	Fixed term for 12 months (limited by external funding)
Method of application	Electronic (see ‘How to Apply’ below)
Application deadline	12 noon on 27/11/2023
Number of referees required	Two references (please note that reference letters will only be requested at the shortlisting stage)
Vacancy reference	169279
Recruitment contact	recruitments@history.ox.ac.uk

Overview of the role

This is an opportunity to join our thriving History community and gain valuable teaching experience at the undergraduate and graduate levels. Although this is primarily a teaching role, you will also engage in advanced study and conduct independent research and play an active role in the interdisciplinary College community. The post is intended to fill a gap in our teaching coverage while Dr Benjamin Thompson is on leave following secondment as Associate Head of the Humanities Division.

You will have research and teaching interests in Medieval History, which must include, but need not be confined to, British History, between c.1000 and c.1550. A willingness to teach a range of subjects both thematically and geographically will be an advantage. You will be able to inspire and enthuse students and draw on your own research to inform and augment your teaching.



Medieval History at Oxford

Oxford has a large and thriving community of medieval scholars, with a rich seminar culture, including seminar series in Medieval History, Late Antique and Byzantine Studies, Late Byzantine Art and Archaeology, Medieval Church and Culture, Medieval Economic and Social History, Europe in the Late Middle Ages, Medieval Archaeology (with the Institute of Archaeology), Late Roman Studies, Celtic Studies (with the Faculty of Medieval and Modern Languages), and Palaeography and Manuscript Studies (with the Bodleian Library). It hosts several collaborative research projects, including 'The Cult of Saints' and 'Defining the Global Middle Ages'. The History Faculty offers a range of undergraduate papers in medieval history and attracts large numbers of graduate students, with MSt courses in Medieval History and Medieval Studies, and a wide choice of potential DPhil supervisors.

Practical information

We expect to hold interviews in Oxford on **Monday 11th December**; the panel will consider interviews by Teams rather than in person in certain circumstances.

For an informal discussion about this opportunity, please contact Benjamin Thompson, benjamin.thompson@some.ox.ac.uk or Natalia Nowakowska, natalia.nowakowska@some.ox.ac.uk; all practical and procedural queries should be sent to our recruitments team: recruitments@history.ox.ac.uk. All enquiries will be treated in strict confidence; they will not form part of the selection decision.

Duties

Teaching, supervision and course administration

For information about our courses, please visit: www.history.ox.ac.uk

1. You will provide eight hours of tutorial teaching per week for the college over 24 weeks of the academic year, and sixteen lectures per year for the Faculty.
2. For the college, you will teach in tutorials and classes the following undergraduate courses:
 - a History of the British Isles, 2, 1000-1330, and 3, 1330-1550, for both Prelims (1st-year) and Finals (2nd-year);
 - b European and World History 1 370-900 **OR** 2 1000-1300 (Prelims);
 - c Disciplines of History (Finals), in collaboration with the other college tutors;
 - d Any of the options on the Paper 4 menu (Prelims): One or two options in Approaches to History **OR** Historiography: Tacitus to Weber **OR** a Foreign Text;
 - e Supervise Finals theses within your area of knowledge.

In addition, the ability to teach the following would be beneficial:

- f One of the European and World History options 1-5 or a Theme paper (Finals);
 - g Any of the Optional Subjects (Prelims) or Further Subjects or Special Subjects (Finals) from the medieval options in those menus.
3. For the Faculty, you will contribute to lectures and classes on the following undergraduate courses:
 - a History of the British Isles 2, 1000-1330 and 3, 1330-1550;
 - b Classes in at least one Optional, Further or Special Subject:

Ability and willingness to teach any of the following would be beneficial, but candidates may offer other options:

- c Optional Subject, Edward II (new for 2024)
- d Further Subjects:
 - i. Wars of the Roses; **OR**
 - ii. Flanders and Italy in the Quattrocento
- e Special Subject: Joan of Arc.

4. Supervise graduate theses in appropriate fields.
5. Contribute to Faculty teaching in the MSt in History as appropriate.
6. Take part in University examining for undergraduates and graduates as and when requested to do so.
7. Participate in the Faculty graduate admissions exercise as requested.
8. In college, you will support the administration and pastoral work of the History school in the following ways:
 - a) Act as Personal Tutor and Director of Studies for one year-cohort in college, and possibly one Joint School; this involves being the first point of contact for students as required in matters relating to attendance, conduct, coursework, performance, and welfare (referring matters to appropriate others as needed); and ensure that students have a high-quality academic experience and appropriate levels of support;
 - b) Act as College Adviser for graduate students in History and cognate fields;
 - c) Participate in the undergraduate admissions exercise for the college, along with the other college tutors; this includes marking of scripts for the History Aptitude Test, marking of candidates' written work, and conduct of the interviews. Submit reports at the end of the Term on all students taught;
 - d) Set and mark Collections (internal college examinations) promptly;
 - e) Participate in the end-of-Term reviews of students reading for History, and related courses.
 - f) Participate in College undergraduate admissions (including assessing candidates' submissions during October and November and interviewing candidates and participating in decision-making meetings after the end of the Michaelmas Term in December);
 - g) Participate fully and actively in Open Days and Outreach events, as required; and
 - h) Work alongside colleagues in History in the collaborative running of History within the College (and, in particular, contributing to study-skills and essay-writing sessions and training for first-year students); and undertake such other duties as are reasonably required to support the teaching of History and its related subjects at Somerville.

Research

9. Manage your own academic research activities and conduct independent research.

General duties

10. Engage positively and proactively with the academic community in the Faculty and College.

Selection criteria

Applications will be judged only against the criteria which are set out below. You should make sure that your application shows very clearly how closely your skills and experience meet these criteria. We are committed to fairness, consistency and transparency in selection decisions. Chairs of selection committees will be aware of the principles of equality of opportunity and fair selection and there will be both female and male members of the selection committee. Selection committees will explicitly take into account any career breaks or other factors, such as part-time working or disability, which may have had an impact on the quantity of candidates' publications.

Qualifications and experience	
Essential	A completed doctorate in a relevant field, or evidence that a doctorate is close to completion
Essential	Sufficient depth and breadth of knowledge in the subject to develop course materials and research proposals
Teaching and research	
Essential	An aptitude for teaching, both in small-group tutorials and classes and larger-scale lectures; the ability to inspire and enthuse students; and some experience of teaching the Medieval History of the British Isles
Essential	The ability to take on administrative responsibilities such as coordinating an undergraduate cohort or core undergraduate course
Essential	A publication record commensurate with career stage, and familiarity with the existing literature and research in your field.
Desirable	Experience with undergraduate admissions
Desirable	Experience of public engagement and outreach
Personal effectiveness	
Essential	Outstanding communication and interpersonal skills.
Essential	Professionalism as a colleague and a proven track record of working with others.
Technical skills	
Essential	Computer literacy and ICT competence, including the ability to engage with bespoke University and College software.
Essential	Fluency in languages relevant to your research

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 right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. 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.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

The Faculty of History

The Faculty of History in Oxford is the largest in the United Kingdom and one of the largest in the world. It has a very strong international reputation for its scholarship and its teaching of undergraduate and graduate students, with particular strengths in the history of the British Isles, continental Europe, imperial and global history, the United States, economic and social history, intellectual history and the history of science, medicine and technology. Within the Faculty there is also a department for the History of Art and a number of dedicated research centres.

The Faculty of History provides a robust and supportive framework for research, including:

- Financial support for research travel, research assistance, and editorial help
- Mentoring, including discussion of research plans and progress
- Internal and interdisciplinary collaborations, through research centres
- Assistance in the formulation of research plans and funding bids

The Faculty enables all its postholders, including departmental lecturers, to request up to £800 per year for research expenses, and makes additional funds available for organising conferences in Oxford. In addition, to assist newly-appointed postholders in the development and publication of their research, Faculty funds are available for early career and established colleagues to hold a workshop at which colleagues can discuss drafts of their next monograph.

The Faculty is located in the Old Boys' High School, George Street. This is a very central location, less than 10 minutes' walk from the rail station, and very close to bus station, shops and other University locations. The premises house a community of around 20 administrative staff and up to 30 other users, comprising doctoral students, researchers, and academics and professors. The building is also used for teaching and seminars.

More information about the Faculty can be found at: www.history.ox.ac.uk.

The Faculty holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

The Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Asian and Middle Eastern Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Art. The Division has more than 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to innovative agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

For more information please visit: www.humanities.ox.ac.uk.

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. It should also include a statement of teaching range and experience in relation to the needs of the Faculty as specified above. The statement may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

If you require any further assistance please email recruitment.support@admin.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at:

<https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at:

<https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University 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. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.