



**ST JOHN'S COLLEGE
CAMBRIDGE**

**Further particulars for the position of
College Teaching Associate in English**

**Private and Confidential
March 2017**

Revised: 9 May 2017
(Change to working hours and Director of Studies requirements ceased)

Requirement

St John's College seeks to appoint an additional member to its teaching team from 1 October 2017 to provide supervision and academic support to undergraduate students in English. The successful candidate will specialise in English literature of any period, with a preference for literature written from the eighteenth century to the present. He or she will work closely with other members of the teaching team to deliver a focused, rigorous and effective academic programme.

This post is offered for a fixed-term period of one year, ending on 30 September 2018, and is to provide cover during a period of leave.

St John's College

St. John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the oldest of the University colleges and has over 500 undergraduate and 300 post-graduate students, and around 150 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a very diverse community with approximately 20% of its undergraduates and 50% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk.

English at St John's College

Each year the College admits around 170 undergraduates. Of these, about 8 read English and they are normally chosen from between 30 and 40 applicants. Students are admitted to the College strictly on merit. The English Tripos is a three-year course which covers English literature from 1066 to the present day. The first and second years (examined in Part I of the English Tripos) are devoted principally to English literature, and the third year (Part II of the Tripos) includes various options including American literature, Postcolonial and related literatures, and the history of ideas. Details of the courses and examination options in the English Tripos can be found here: <http://www.cam.ac.uk/guide/ugcourses/english.html>.

Five members of the Faculty of English in the University also hold Fellowships in English at St John's: Professor Richard Beadle, who specialises in medieval literature and drama; Professor John Kerrigan, who works on Shakespeare, early modern literature, and on modern British and Irish poetry; Dr Christopher Warnes, whose work lies principally in the field of Postcolonial and related literatures; Dr Orietta Da Rold, who specialises in medieval literature and textual culture and Dr Stacey McDowell who specialises in eighteenth and nineteenth-century literature; the history of reading; ideas about private and shared experience, intimacy and sympathy. Currently Dr Warnes, Dr Da Rold and Dr McDowell are our main Teaching Fellows responsible for supervising our students.

The standards achieved by candidates from St John's in the English Tripos are generally very high, with a majority of candidates placed in the first or high upper second class in Part II of the Tripos. At the same time, first-year undergraduates often need supportive teaching in the early stages in order to help them gain confidence and develop a sense of their true abilities. The person appointed to the College Teaching Associate in English will be expected to prepare students for advanced options related to his or her specialist knowledge, and for introductory courses in Part I. The appointee's teaching load is likely to be six hours of supervision per week, depending on the needs of the College's undergraduates for tuition in

particular areas of the English Tripos. In addition, the appointee might in some circumstances offer teaching to other Colleges.

The supervision is the standard form of College teaching in Cambridge, in which the supervisor typically conducts a one-hour discussion with two or three students at a time. The discussion is based on essays which the students will have written on a topic previously agreed, and which the supervisor will have read and marked in advance of the supervision. The purpose of the supervision is to help the students to develop their command of the subject in question, and to refine their understanding of particular issues, with a view to writing reasoned arguments in response to unseen questions under examination conditions in due course. Supervisions usually take place on a regular weekly pattern throughout the teaching year, and it is the responsibility of the supervisor to determine the sequence of topics covered, taking account of the interests and aptitudes of individual students, as well as the anticipated demands of the examination.

Principal Responsibilities and Duties

Job title: College Teaching Associate

Responsible to: Director of Studies in English and the Senior Tutor

Job Purpose: To provide teaching in English for six hours per week during the twenty teaching weeks of the Cambridge academic year.

Responsibilities:

Teaching

- To organise and teach six hours of supervisions (individual/small-group teaching) per week (excluding preparation and marking time) to undergraduate students within the College, and at other colleges pursuant to reciprocal teaching arrangements, during the twenty teaching weeks of the Cambridge academic year (equivalent to 120 hours of contact time per academic year). The number and frequency of supervisions to be given, and the size of the supervision group, must be agreed with the Director of Studies. The Teaching Associate may give additional College teaching (over and above the 120 hours annual teaching duty).
- To provide clear guidance to students at the beginning of a set of supervisions about what is expected of them in terms of preparation, participation in supervision discussions, deadlines for submission of work and the arrangement of supervision times
- To ensure that students receive timely feedback on their supervision work during term, both week by week in supervisions and through reports made in a timely way using CAMCORS
- To liaise regularly with the Director of Studies on student progress, in particular reporting any problems in student academic performance
- To liaise regularly with other English Fellows on the organisation and progress of teaching in the subject and on library provision for the subject

Admissions

- To assist in responding to admissions-related enquiries through the academic year
- To attend Open Days and other visits of prospective candidates and school teachers and, if requested to do so, to help organise such events
- To assist in producing and updating admissions information in English
- To participate in admissions assessments and interviews, if asked to do so (admissions interviews would be separately remunerated)

Examining

- To participate in the organisation, setting and marking of College Examinations and Progress Tests (for which additional remuneration is paid) where appropriate.

Additional responsibilities

- To attend induction events for new students, if requested
- To contribute to the academic community in the College, fostering and promoting excellence in the study environment for English and engaging in societies, seminars and other events and activities relating to English

The above description is not exhaustive and the appointee would undertake other appropriate responsibilities if reasonable and asked to do so.

Person specification

Candidates must have an exceptional academic record. The post would suit a post-doctoral researcher who is interested in gaining teaching experience. Candidates will also be selected by reference to their ability to contribute to the intellectual, educational, and social life of the College. Previous teaching experience is desirable.

Terms and Conditions

Length of contract:

This is a fixed-term post which will be offered for a period of one year from 1 October 2017 (i.e. until 30 September 2018), and is to provide cover during a period of leave.

Stipend and Pension:

- The Stipend offered for teaching will be in the range of £6,262 and £9,602 per annum (placement on the scale will be dependent on experience). This stipend is based on six hours teaching a week and is inclusive of a fixed element of £1,668 p.a. The actual stipend paid will be adjusted to reflect the actual number of supervisions delivered.
- Hourly rates for each supervision are set out below (placement on the scale will be dependent on experience):

Supervision rate	Rate per supervision depending on no. of pupils					
	1	2	3	4	5	6+
Point 1	£31.24	£38.28	£43.76	£44.72	£46.19	£47.53
Point 2	£42.60	£52.20	£59.67	£60.98	£62.99	£64.82
Point 3	£53.96	£66.12	£75.58	£77.24	£79.78	£82.10

- The stipends are pensionable under the Universities Superannuation Scheme (USS).
- Additional remuneration will be paid for examining and interviewing of candidates for admissions (see below).

Additional payment for Interviews:

Payments for each interview of an applicant for admission as an undergraduate shall be made equal to one half of the hourly intercollegiate supervision rate for classes of one (currently £14.20 per interview).

Additional payment for Examinations:

Payments for College examinations shall be made at the rates specified in the University Statutes and Ordinances under 'Payments to Examiners and Assessors 3(a)' which are currently:

For acting as an Examiner	£110
For marking answers to a complete written paper of at least three hours	£9
For marking answers to a complete written paper of two hours	£5
For marking answers to a complete written paper of less than two hours	£4

Other non-contractual benefits include:

- Membership of the College;
- The privilege of being able to dine and lunch at the Fellows' table as often as desired, three meals a week (either lunch or dinner) being at College expense. A guest may also be brought to dinner or lunch at the College Teaching Associate's expense;
- Use of the College Library, with associated borrowing privileges;
- Use of the informal Buttery Dining Room;
- Invitations to various College entertainments and events;
- Use of the College Bar;
- Use of the College sporting facilities and the Fitness Centre (on payment of the Clubs and Societies fee);
- Car parking in the Cripps or Forecourt car parks when supervising in College;
- Possibility of renting College-owned accommodation, if available; and
- Nomination to the College Nursery.

These benefits are non-contractual and subject to change.

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one month's notice on either side. Following the successful completion of the probationary period, the period of notice would be three months on either side.

Recruitment Process

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

to arrive no later than **9.00 am on Monday 15 May 2017**. Interviews are expected to be held on **Tuesday 30 May 2017**.

Please include in your application:

- A brief covering letter summarising why you believe you are suitable for the role and why the role appeals to you;
- A statement of research interests, activities and achievements;

- A statement indicating your teaching experience and pedagogical philosophy.
- A full Curriculum Vitae, including details of publications (where relevant);
- A brief application form;
- Names and contact details of two referees who are prepared to recommend you. You must also arrange for these two references to be submitted by the closing date.