



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

Further Particulars for the post of
**College Associate Lectureship and Fellowship in
English**

March 2024



Requirement

St John's College is looking to appoint a College Associate Lecturer and Fellow in English from 1 October 2024. This is an early career development post and is offered for a fixed-term period of one year to cover a period of sabbatical leave.

The main requirement of the post is that the appointee will provide undergraduate supervisions in the following areas: Part IA (Literature from 1830-1945 or from 1870 – present), Part IA/IB (Practical Criticism & Critical Practice 1), Part II (Practical Criticism & Critical Practice 2), as well as some second and third year dissertations and Part II (Tragedy) if possible. The appointee will be expected to take nine supervisions per week during term. The appointee will also be required to act as Director of Studies.

St John's College

For over 500 years, St John's College has flourished as an independent and self-determining academic community, whose purposes are education, religion, learning and research, and which approaches its mission with an unwavering commitment to academic freedom, excellence, and integrity. We are committed to sustaining and enhancing the College's global renown for scholarship, and we aspire to be regarded as a beacon of academic excellence.

This is a friendly, warm, and welcoming place with a cheerful and optimistic spirit. The College is held in deep affection by its members, who include around 150 Fellows, about 550 undergraduate and 300+ postgraduate students, some 13000 alumni worldwide, and by our 250 staff. We cherish the diversity of experience, culture, and perspective each member of the College contributes to our community, and the way this enriches our learning and our lives.

As one of the biggest colleges in the University, St John's offers our students countless opportunities to expand their horizons intellectually and personally. At the heart of this is excellent teaching in a supportive learning environment. This focus, and our commitment to creating an exceptional and distinctively Johnian collegiate experience, helps us to attract the brightest minds as undergraduates, postgraduates and Fellows, and makes it easier for each of them realise their academic ambitions here.

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 8 English undergraduates, chosen from around 30-35 applicants, some of whom are drawn from outside the United Kingdom. Students are admitted to the College strictly on merit. English colleagues are actively involved in broader College initiatives to widen the access and participation of groups who are currently under-represented in higher education.

Three members of the Faculty of English in the University also hold Fellowships at St John's, and provide some of the college teaching: Dr Ruth Abbott, whose research focuses on textual scholarship and 18th and 19th century manuscripts, Professor Orietta Da Rold, whose research focuses on the intersection between the study of medieval literature and texts c. 1100-1500, Chaucer, and the digital humanities, and Dr Chris Warnes, whose research interests are African literature, postcolonial studies, the novel and digital culture. The College also has two Emeritus Fellows – Professor John Kerrigan and Professor Richard Beadle. Professor Kerrigan's research interests include Shakespeare, seventeenth-century literature, including cultural relations between the three Stuart kingdoms and into continental Europe, Irish studies and British and Irish poetry since 1900. Professor Beadle is Emeritus Professor of Medieval English Literature and Palaeography.

The main teaching duties of the successful applicant will be to provide supervisions to undergraduates reading for the English Tripos. Undergraduates are normally taught in groups of two.

Details about the papers offered on the English Tripos may be accessed at <https://www.english.cam.ac.uk/admissions/undergraduate/course.htm>.

The appointee's teaching load is usually nine hours of supervision per week. Some of this is likely to include teaching undergraduates in other Colleges as part of the teaching swaps arrangements made by the Directors of Studies in English. The successful applicant will be expected to take a special role in developing the academic abilities of the first-year English undergraduates, and in supporting the general intellectual culture among the English students in the College. The College has an active English Society, and the successful candidate would be expected to contribute to its activities.

The College Library has a well-stocked English collection which contains many of the primary and secondary texts which support undergraduate study, and unique special collections which are available for undergraduate research and teaching. Access to online material is available through the University network and the Faculty of English.

The Faculty of English

The English Faculty was the first Department of English in the UK to encourage the study of English Literature to the present day and the first to approach English literature from a 'literary-critical' point of view, rather than as a manifestation of the history of the language.

The establishment of the Faculty is currently 49 University Teaching Officers (UTOs), most of whom also have an affiliation to a College; there are also 37 Teaching Officers in English employed by Colleges (CTOs), who are also members of the Faculty; there are also 23 Research Fellows and Early Career Researchers. In addition, there are currently 12 administrative, secretarial and computing staff. The Faculty currently has around 200 postgraduate students and 620 undergraduates.

The Faculty is active in all major areas of Anglophone literature and culture; our research and teaching are cross-disciplinary, historical and international in reach.

The undergraduate BA in English consists of two incrementally structured parts: a two-year Part IA/B, which introduces undergraduates to a range of British and world literature from 1066 to the present day, along with a wide range of critical methods and practices; and a one- (or in some cases two-) year Part II, which offers an extensive choice of options in addition to compulsory papers on Tragedy and Practical Criticism / Critical Practice and a dissertation on a topic of choice. Most of the Faculty's papers are capacious and inclusive, enabling students to study many kinds of text and artefact and to develop a wide range of critical and theoretical approaches.

Further information about the Faculty may be found at <https://www.english.cam.ac.uk/> and about the University of Cambridge at www.cam.ac.uk.

Principal Responsibilities

Job Title: College Associate Lecturer in English

Job purpose: A fixed-term early career stage appointment (to cover a 1 year period of sabbatical leave), in which the College Associate Lecturer will: provide undergraduate supervisions across all three years of the English Tripos at the University of Cambridge; undertake scholarly research within their specialist field and build a high quality publication record; and undertake other academic activities, all with a view to obtaining an academic appointment in Cambridge or elsewhere. The appointment will also require the postholder to take on a role as Director of Studies.

Department: Teaching

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

Main responsibilities

Teaching

- To organise and teach 9 hours of supervisions (individual/small-group teaching) per week (excluding preparation and marking time) to undergraduate students within the College, and potentially at other colleges pursuant to reciprocal teaching arrangements, during the twenty teaching weeks of the Cambridge academic year (equivalent to 180 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 relevant Director of Studies (or other designated person in the case of departmentally arranged supervisions). To provide clear guidance to students at the start 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 CAMCORS, the undergraduate supervision reporting system.
- To liaise regularly with the relevant Director of Studies on student progress, in particular reporting any problems in student academic performance. When appropriate to work with the Tutor for English on matters of student well-being and academic progress.
- To liaise regularly with other English Fellows on the organisation and progress of teaching in the subject and on library provision for the subject.
- To maintain good relations with the Faculty of English, keeping up-to-date with changes in Faculty courses and policy and participating, if the opportunity arises, in the teaching and examining activities of the Faculty (which would be remunerated at the appropriate Faculty rate).

Research & publication

- To pursue scholarly research within their specialist field and to keep abreast of developments in research and scholarship in that field.
- To present and publish the results of their research with a view to building up a high quality publication record.
- To participate in Faculty submissions in the Research Excellence Framework (REF) and, where feasible, to publish research at intervals consistent with the requirements of the REF.
- To participate in the activities of national and international organisations, publications and conferences concerned with research and scholarship in their specialism.
- Where appropriate and necessary, to seek external support for their research and scholarship activities, either individually or in collaboration with others

Direction of Studies

- To act as Director of Studies, organising and overseeing the undergraduate teaching programme.
- If required, to review annual applications for the Title A (Research) Fellowships in English.
- Any such work would be separately remunerated and a separate job description would be issued.

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, invigilating and marking of College Examinations and Progress Tests (for which additional remuneration is paid).

Mentoring and training

- To attend the induction course entitled 'Pathways in Higher Education Practice' organised by the University.
- To attend regular informal meetings with an assigned mentor who is a Fellow of the College which may cover publication strategies, the balance of research, publication and teaching, when and how to apply for University posts and advice on such applications, and connections with the Faculty of English or equivalent faculties elsewhere and opportunities for undertaking teaching and/or examining duties there.
- To participate in Professional Development Reviews.

Additional responsibilities

- To attend and when required, contribute to, induction events for new students.
- To contribute to the academic life of 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.
- To assist in assessing applications for Research Fellowships, when requested to do so.
- To serve on a small number of College committees, if requested to do so.

The above description is not exhaustive and the individual would undertake other responsibilities appropriate to an early-career appointment if reasonable and asked to do so.

Person Specification

Candidates will have an exceptional academic record with a doctorate in English.

Candidates will have the communication skills necessary for successful small group teaching, including the ability to explain problems and ideas lucidly, to listen to students' questions and views sympathetically, and to enthuse and inspire them. Previous teaching experience is essential.

Substantial significance will be attached to applicants' past achievements, including publications and future potential in the field of research. Candidates with research interests in any field of English will be considered for the post, with a preference for modern and contemporary literature.

Candidates must also have good interpersonal and organisational skills, and must be able and ready to fulfil the administrative and pastoral functions required of the post.

Candidates should be willing to foster and promote the access and participation of students from under-represented communities. Previous experience in this area would be an advantage.

Terms and Conditions

Length of contract:

This post is offered for a period of one year and is non-renewable.

Stipend and Pension:

The stipend offered will be in the range of £40,521 and £45,585 per annum (placement on the scale will be dependent on experience). This stipend is linked to the requirement to teach nine hours a week for twenty weeks per year. The actual stipend paid will be adjusted to reflect the actual number of supervisions delivered.

The stipend is pensionable under the Universities Superannuation Scheme (USS).

Additional remuneration will, if applicable, be paid for acting as Director of Studies and for examining and interviewing of candidates for admissions (see below).

Additional payment for Director of Studies role:

Basic	£911
Plus per pupil (sole direction)	£182.36
Plus per pupil (direction shared)	£91.17

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 £17.86 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

Benefits for Fellows of the College

Accommodation

The College currently provides its Fellows with a number of alternative types of assistance with housing as summarised below.

Living in College

A Fellow who wishes to reside in the College may apply for single residential accommodation (a 'residential set'). This is provided free of rent but is subject to the payment of a service charge to the College to cover the provision of utilities and furniture. This is a taxable benefit.

Housing allowance

Any Fellow who cannot take-up the opportunity to live in College as they have a partner/family with whom they wish to reside, may apply during the first four years of their Fellowship for a non-pensionable housing allowance to assist with renting a flat or house. The allowance is currently the lower of £725 per month and 50% of the rent the Fellow is actually paying. The housing allowance is taxable and the property must be within 20 miles of the College. The payment of the allowance can start up to one month before entry into the Fellowship and terminates on the fourth anniversary of commencement of the Fellowship.

House Purchase Scheme

The College currently runs a House Purchase Scheme to assist Fellows with the purchase of a flat or house in the Cambridge region. This is a co-ownership scheme, with the College and the Fellow co-owning a property selected by the Fellow. The College's contribution is a maximum of £200,000. Rent is payable by the Fellow to the College each year at 1.25% of the value of the College's contribution, with the rent indexed annually by CPI. The Fellow is responsible for the maintenance and insurance of the property. When the property is eventually sold, the value of the College's share is the College's original contribution indexed by two recognised East Anglia house price indices. The Fellow can increase his/her share of the property at any time through purchasing some or all of the College's share.

The above is a brief summary and further details of the housing assistance provided by the College are available on request.

Separately from the College, the University has created subsidised accommodation at Eddington (a development in North West Cambridge) for which College employees may be eligible, subject to availability and in accordance with the rules of their scheme. Eddington is a new district situated between Huntingdon Road and Madingley Road and is a purpose-built new neighbourhood for the University and wider community with a primary school, state-of-the-art community and performing arts centre, Sainsbury's supermarket, parkland and sporting facilities. For more information visit nwcambridge.co.uk. To make an application please follow the link on the University's Accommodation Service website at <https://www.accommodation.cam.ac.uk/>

Dining

Fellows are able to dine and lunch at the Fellows' Table as often as desired, with ninety meals per quarter (either lunch or dinner) being at College expense. A guest may also be brought to dinner or lunch at the Fellow's expense (though the entertainment allowance described below can be used to cover the cost of academic or 'business' guests).

Fellows Grants and allowances

- Fellows can apply for Teaching and Research Grants to provide assistance with research activities, attending conferences and purchasing books, and for obtaining secretarial assistance if required. The normal monetary limit for Fellows for such grants is currently £1,900 per year (with an ability to carry forward unspent allowance from one year to the next, within limits);
- Fellows can also obtain assistance of up to £1,000 every four years for the purchase of computer equipment;
- Fellows may [apply](#) for a grant from the College to support a seminar or conference they are organising in the College under the Research Enterprises and Conferences scheme;
- Fellows may claim reimbursement of expenses of entertainment on behalf of the College (up to a specified monetary limit, currently £420 p.a.).

Healthcare and well-being schemes

Fellows are eligible to join two healthcare schemes following 3 months' service:

- A BUPA medical insurance scheme, which is non-contributory for single cover up to the retirement age and contributory for family cover. Non-contributory or contributory BUPA membership is a taxable benefit; and
- A Simplyhealth cash-plan scheme, to provide support for day-to-day expenses, which is non-contributory for cover for the Fellow and dependent children under 18 years and provides cover up to the state pension age. Fellows are assumed to want to be included in the scheme unless they exercise the right to 'opt-out'. This is a taxable benefit.

Sporting Facilities

Fellows are welcome to utilise the College sporting facilities and the Fitness Centre.

Childcare

Nomination to the College Nursery (please note that Fellows are advised to apply as early as possible as there is no guarantee that a place will be available).

This note is intended as a summary and additional information can be found in the Fellows' Handbook which is sent to new Fellows on joining the College and in the Standing Orders which are made available via the College's website.



Recruitment Process

Please include in your application:

A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;

A list of publications;

A statement of current research interests and teaching experience;

A full Curriculum Vitae [including research interests, publications and teaching experience](#);

A brief application form;

The names and contact details of three referees who are prepared to recommend you. Applicants are asked to arrange for these three references to be submitted to the HR Department by the closing date.

Applications should be sent:

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

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

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.

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Registered charity number 1137428



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