



**ST JOHN'S COLLEGE
CAMBRIDGE**

**Further particulars for the position of
College Lector in French**

July 2023

Requirement

St John's College, Cambridge is seeking to appoint a College Lector in French from **1 October 2023** until **30 September 2025** on a fixed-term, 2-year contract, in the first instance. The position will be held at St John's College.

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 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

Principal Responsibilities and Duties

Job title: French Lector

Job Purpose: The Lector will provide individual or small-group tuition ("supervisions" in Cambridge parlance: <https://www.mml.cam.ac.uk/undergraduates/supervisions>) in French to undergraduate students of St John's College, and, under the guidance of the College's Director of Studies in Modern and Medieval Languages (MML), to undergraduates at other Cambridge colleges as part of reciprocal teaching arrangements. Supervisions will be for two categories of student: those studying French as a main subject (within MML or History and French); and (rarely) students of other subjects who are pursuing French.

Department: Education

Responsible to: The Director of Studies in Modern and Medieval Languages and the Senior Tutor

Main responsibilities

- To organise and teach at least 12 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 240 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 (or other designated person).

- It must also be in close accordance with teaching norms and expectations across the Department of French and the Faculty of Modern and Medieval Languages.
 - The focus of these supervisions will be the conduct of oral discussion-groups, work with students on advanced grammar and writing skills, the development of students' listening comprehension with the help of videos, and some work with students in higher years on advanced writing and response.
- 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 the 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 using the Cambridge online reporting system CAMCORS
 - To liaise regularly with the Director of Studies and the students' personal Tutor(s) on student progress, in particular promptly reporting any problems in respect of student academic performance or, alternatively, any exceptional performance.
 - To contribute to the academic life of the College, fostering and promoting excellence in the study environment for French and engaging in societies, seminars and other events and activities relating to Modern Languages and culture.

The 12 hours of supervisions/teaching should be for St John's students as first priority, but teaching can be undertaken for other colleges to make up the teaching requirement if needed – in consultation with the Director of Studies in MML.

Supervisions over and above the 12 required hours may also be completed at the standard Cambridge intercollegiate supervision rate, with the agreement of the Director of Studies in MML. These supervisions will be paid for by the colleges of the students concerned via CAMCORS.

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

Further details of the duties of the post are provided in the attached document '*Duties of the French Lector*'.

Person specification

Candidates should speak fluent English, and should be willing to participate in the social and cultural life of the College. It is expected that candidates will hold or be about to achieve the qualification of Maîtrise or its equivalent, and preference may be given to those who either have or are preparing for the Agrégation.

Terms and Conditions

Length of contract:

- The term of the appointment is from 1 October 2023 to 30 September 2025. The post is for 2 years in the first instance.

Stipend and pension:

- The stipend for the post will be £27,396 per annum (Point 32 on the University Salary Spine). The post will receive the salary quarterly (to match the teaching terms), with monthly advances given to ensure a payment is received each month of the year, these advances will be deducted in the following quarterly payment.

- The Lector is entitled to payment for any agreed teaching done in excess of the teaching duties of twelve hours per week. This may include teaching for other Colleges. Teaching above the required twelve hours will be paid at the standard Cambridge intercollegiate supervision rates.
- The stipend is pensionable under the Universities Superannuation Scheme (USS).
- The teaching obligation will be twelve hours per week for the three 'teaching terms' (a total of 20 weeks per year).
- The Lector may not undertake any other form of paid teaching (other than undergraduate supervision for other colleges, which must be approved by the Director of Studies) without the permission of the College Council, and is required usually to be in Cambridge for a substantial part of each working day during Full Term. Any absence for two or more consecutive weekdays during Full Term requires approved leave of absence.

Other non-contractual benefits include:

- Furnished accommodation for single occupancy will be provided free of rent but subject to payment of a service charge to cover the costs of utilities and the provision of furniture. Otherwise, if postholder does not wish to opt for single occupancy, a housing allowance of £3000 will be given per annum.
- An entertainment allowance of £408 will be provided for the purpose of entertaining students of the College.
- The Lector will be provided with 90 free meals per quarter.
- Assistance may also be available to support research and attendance at relevant academic conferences up to an annual limit of £1,750.

Lectors are normally allowed to use libraries in Cambridge for their own studies and to attend lectures in their field of interest.

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 full Curriculum Vitae;
- A brief application form;
- Names and contact details of two referees who are prepared to recommend you (we would ask that applicants please arrange for these two referees to write directly to the HR Department at the contact details below and to ensure that these references arrive by the closing date of **4th August 2023**).

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

to arrive not later than **Friday 4th August 2023**. Interviews are expected to be held via Zoom on **Friday 18th August 2023**.

Information provided will be treated as confidential and processed in accordance with the College's Data Protection Policy a copy of which may be obtained from the Data Protection Officer, St John's College, Cambridge, CB2 1TP.