



**ST JOHN'S COLLEGE  
CAMBRIDGE**

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**Further particulars for the  
College Associate Lectureship and  
Fellowship in Law**

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**September 2019**

## Requirement

St John's College is looking to appoint a College Associate Lecturer and Fellow in Public Law from 1 October 2020, as a replacement for Dr Joanna Bell. This is an early career development post and is offered for a fixed-term period of five years.

The main requirement of the post is that the appointee will provide undergraduate supervisions in at least two Law Tripos papers, one of which must be Constitutional Law, which is a Part IA Foundation Subject. The appointee will be expected to take nine supervisions per week during term.

## 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 largest of the Colleges in the University of Cambridge. It is a registered charity and the charitable purposes of the College are the advancement of education, religion, learning and research.

The College has some 150 Fellows covering the complete range of academic disciplines. The student body is made up of both undergraduate and graduate students. The College has some 540 undergraduates in residence and admits approximately 170 new undergraduates every October. St John's has on average approximately 300 graduate students in residence and admits over 100 graduate freshers every year. The College fully funds about 20 research studentships, and provides supplementary funding for many more of its graduate students. The College is a very diverse community with 16% of its undergraduates and 54% of its graduates coming from overseas.

The advancement of learning and research is a fundamental aim of the College. The College employs between 12 and 15 full-time research Fellows, and provides an academic home to a further post-doctoral Research Associates who participate in the social and intellectual life of the College. The successful appointee can expect to benefit from participating in an inter-disciplinary community of scholars, and drawing financial benefits which will directly support his or her academic research.

Further information on the College can be found on the College website [www.joh.cam.ac.uk](http://www.joh.cam.ac.uk)

## Law at St John's College

Each year the College admits around 10 Law undergraduates, chosen from about 60 applicants, many of whom are drawn from outside the United Kingdom. Students are admitted to the College strictly on merit. Law 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 Law in the University also hold Fellowships at St John's, and provide some of the college teaching: Professor Albertina Albors-Llorens, who writes on European Union Law and provides supervisions in EU Law and Competition Law, Dr Jodi Gardner, who writes on the Law of Contract and provides supervisions in Contract, Tort and Land Law, and Professor Christine Gray, who writes on Public International law and provides supervisions in International Law. The College also has one Law Fellow who has retired from teaching: Professor M.A. Clarke (Emeritus Professor of Commercial Contract Law).

The main teaching duties of the successful applicant will be to provide supervisions to undergraduates reading for the Law Tripos. Undergraduates are normally taught in groups of three. The appointee will be required to teach at least two subjects. One of them should be Constitutional Law, a first-year Foundation subject. The second should preferably be Administrative Law, which is an optional paper that may be taken in either the second or the third year of the Law Tripos. Details about the papers offered on the Law Tripos may be accessed at <http://www.law.cam.ac.uk/courses/ba/>. College supervision is offered in nearly all Law Tripos papers, apart from half-papers and seminar courses.

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 Law. The successful applicant will be expected to take a special role in developing the academic abilities of the first-year Law undergraduates, and in supporting the general intellectual culture among the Law students in the College. The College has an active Law Society, and the successful candidate would be expected to contribute to its activities. It runs an annual mooted competition, organises careers support and advice and cultural outings, and arranges visiting speakers and an annual dinner to which all Law alumni of the College are invited.

The College Library has a well-stocked Law collection which contains most of the law reports, journals and textbooks required for undergraduate study. Access to online material is available through the University network and the Faculty of Law.

## **The Faculty of Law**

The Cambridge Faculty of Law is strongly committed to involving its College Lecturers members in its intellectual and social life. Many of the current tenured University teaching officers in the Faculty began their careers as College Lecturers in Law before being appointed to a University post. The Faculty's Yorke Fund is available to College Associate Lecturers to provide further financial assistance for their research and to buy IT equipment (currently set at £3,000 over three years). The Cambridge Faculty provides a supportive environment for developing the research abilities of its younger members. It hosts many visiting speakers and arranges a programme of research seminars.

The Faculty currently has about 20 Professors, 8 Readers, and over 50 other University and College lecturers engaged in teaching and research. There are around 720 undergraduates, 150 postgraduates reading for the LL.M, and about 100 research students in the Faculty. Within the Faculty there is an Institute of Criminology, a Research Centre for International Law, and Centres for Public Law; Corporate and Commercial Law; European Legal Studies; Legal History; Intellectual Property and Information Law; Family Law; Private Law; and Tax Law.

The Squire Law Library is one of the largest university law libraries in the United Kingdom, housing around 150,000 volumes and providing seats for over 500 readers. It maintains a strong collection from the major common law jurisdictions including the United Kingdom, United States, Australia, Canada, and New Zealand. There are also extensive collections in European Law, as well as International Law, Comparative Law, Conflict of Laws and the laws of many European countries. There is a specialist Legal History collection housed in the Maitland Legal History Room. The University Library has a somewhat smaller law collection, but is important for its collection of official publications, rare books and manuscripts. The Radzinowicz Library of the Institute of Criminology houses one of the world's largest collections relating to crime, criminal justice and related topics, including a wide selection of periodicals, pamphlets and publications of historical as well as contemporary interest.

Further information about the Faculty may be found at <http://www.law.cam.ac.uk>, and about the University of Cambridge at <http://www.cam.ac.uk>. The appointee may be invited to deliver a limited number of lectures or seminars in the Faculty, to present research seminars to Faculty colleagues, and participate in the setting and marking of University examinations.

## Principal Responsibilities and Duties

**Job Title:** College Associate Lecturer in Law

**Job purpose:** A fixed-term early career stage appointment, in which the College Associate Lecturer will: provide supervisions in at least two papers from the Law Tripos at the University of Cambridge under the direction of the Director of Studies; undertake scholarly research within his/her 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.

**Department:** Teaching

**Responsible to:** Directors of Studies in Law and the Director of Education & 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 Law on matters of student well-being and academic progress.
- To liaise regularly with other Law 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 Law, 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 his/her specialist field and to keep abreast of developments in research and scholarship in that field
- To present and publish the results of his/her 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 his/her specialism
- Where appropriate and necessary, to seek external support for his/her research and scholarship activities, either individually or in collaboration with others

### **Direction of Studies**

- To act, if requested to do so, as Director of Studies, organising and overseeing the undergraduate teaching programme
- If required, to review annual applications for the Title A (Research) Fellowships in Law.
- 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 Law
- 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 Law 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 Law and engaging in societies, seminars and other events and activities relating to Law
- 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 or postgraduate degree in Law. Applications from those on course to complete their PhD by October 2020 are also welcome.

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 would be an advantage.

Substantial significance will be attached to applicants' past achievement and future potential in the field of legal research. Candidates with research interests in any field of Law will be considered for the post, although it would be preferred that their research interests aligned with the subjects in which they provided teaching for the College.

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 five years and is non-renewable.

### Stipend and Pension:

- The stipend offered will be in the range of £36,914 and £41,526 per annum (placement on the scale will be dependent on experience). This stipend is based on nine hours teaching 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).
- For this post College Council may consider appropriate applications for leave for research purposes.
- Additional remuneration will, if applicable, be paid for examining and interviewing of candidates for admissions and for taking on a Director of Studies (see below).

Additional payment for Director of Studies role:

Basic	£831
Plus per pupil (sole direction)	£166.14
Plus per pupil (direction shared)	£83.07

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 £14.89 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:**

- Nomination to the College Nursery.

## **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.

- **Housing allowance**

Any Fellow who cannot take-up the opportunity to live in College as he/she has a partner/family with whom he/she wishes to reside, may apply during the first four years of his/her Fellowship for a non-pensionable housing allowance to assist with renting a flat or house. The allowance is currently the lower of £620 per month and 50% of the rent the Fellow is actually paying. The housing allowance is taxable. 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 £150,000. 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.

### **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 £1,750 per year (with an ability to carry forward unspent allowance from one year to the next, within limits). However, for Research Fellows a number of special provisions exist with regard to research grants: firstly, research grants can include assistance with the cost of extended periods of research being undertaken from a base outside Cambridge; secondly, Research Fellows can apply for research grants that exceed the normal cap; and thirdly, Research Fellows-elect can anticipate or 'mortgage' their research grants in the period prior to their admission as a Fellow.

- 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 £250 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.

The benefits offered to Fellows are non-contractual and subject to change.

Please note that this is intended as a summary. More detailed 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 any teaching experience;
- A full Curriculum Vitae;
- 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](mailto:recruitment@joh.cam.ac.uk)

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

Applications to arrive not later than 12 noon on **Monday 28 October 2019**. Interviews will be held on **Monday 11 November 2019**.

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.