



**ST JOHN'S COLLEGE
CAMBRIDGE**

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

June 2018

Requirement

St John's College is looking to appoint a College Lector in French tenable from **1 October 2018** until **30 September 2019** with the possibility of renewal for a further year, at St John's College, Cambridge.

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 140 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 who have been selected from well over 600 applicants. St John's has on average approximately 300 graduate students in residence and admits over 100 graduate freshers every year. The College is a very diverse community with 16% of its undergraduates and 54% of its graduates coming from overseas.

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 30 are fully resident in College. The College employs some 250 Assistant Staff.

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: An early career stage appointment, in which the Lector will provide individual or small group tuition ("supervisions" in Cambridge parlance) in French to undergraduate students within the College, and at other Colleges with consent and pursuant to reciprocal teaching arrangements. Supervisions will be for two categories of student: those studying French as a main subject; and (rarely) students of English who are preparing for an examination in French.

Department: Teaching

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

Main responsibilities

- To organise and teach at least 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 Director of Studies (or other designated person).
 - 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 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 Tutor on student progress, in particular reporting any problems in 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 above description is not exhaustive and the individual would undertake other appropriate responsibilities if reasonable and 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 2018 to 30 September 2019. The post is for 1 year in the first instance with the option to renew for a second year if mutually agreed.

Stipend and pension:

- The stipend for the post as at 1 October 2018 will be not less than £15,941 per annum. The Lector is entitled to payment for any agreed teaching done in excess of the teaching duties of nine hours per week. This may include teaching for other Colleges.
- The stipend is pensionable under the Universities Superannuation Scheme (USS).
- The teaching obligation will be nine hours per week for the three 'teaching terms' (a total of 20 weeks per year). The appointment, which is initially for one year, is normally renewable for a second year (but not beyond that).
- The Lector may not undertake any other form of paid teaching without the permission of the College Council, and is required usually to be in Cambridge for a substantial part of the working day during Full Term. Any absence for two or more consecutive days during Full Term requires approved leave of absence.

Other non-contractual benefits include:

- Furnished accommodation for single occupancy or occupancy by a couple 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;

- An entertainment allowance of £250 will be provided for the purpose of entertaining students of the College;
- The Lector will be provided with 90 free meals per quarter;
- The cost of three return journeys between Cambridge and the Lector's home base will also be paid up to the cost of an economy air fare or equivalent and subject to an overall limit of £500 for the year;
- 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;
- An 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 **Friday 20 July 2018 at 9.00 am**).

Applications should be sent:

by post to:

HR Department
St John's College
Cambridge
CB2 1TP
England

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

to arrive not later than **9.00 am** on **Friday 20 July 2018**. Interviews are expected to be held in week commencing 13 August 2018.