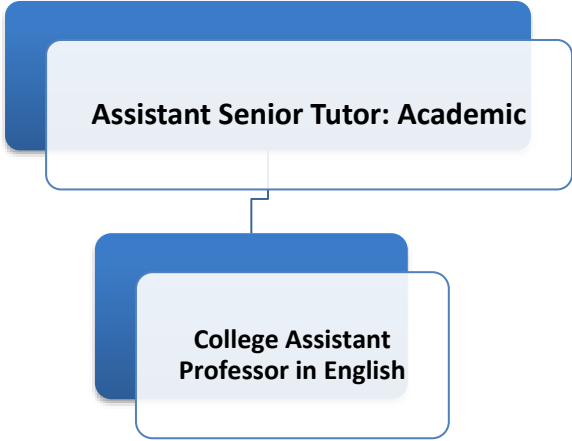


Job Description

Job Title: College Assistant Professor in English	Post holder :
<p>Reporting To : Assistant Senior Tutor: Academic</p>  <pre> graph TD A[Assistant Senior Tutor: Academic] --- B[College Assistant Professor in English] </pre>	
<p>Main Purpose of Role/Overview:</p> <ul style="list-style-type: none"> • To undertake College teaching in full term, supervising Lucy Cavendish undergraduates in papers that relate to their research specialism and supervising for other Colleges through trade arrangements in exchange for supervisions for Lucy Cavendish students for papers outside their research specialism. • To act as Director of Studies for all students in English, to promote the subject both internally and externally and for the purposes of outreach and admissions. If possible, to undertake some teaching within the English Faculty provided that this is compatible with the commitment to the College. • To engage in independent research within their specialist field, with the expectation of generating research of an appropriate calibre to be included in the REF. • To take responsibility for the successful delivery of the annual Lucy Cavendish Fiction Prize, the continuing development of the Writing Centre (open to all students) and the promotion of creative writing in the College. • To contribute to and participate in the daily life of the College and pursue its interests. As a Fellow of the College, this is an expectation and it should be noted that a College lecturer is a Trustee of the College. 	
<p>Main Responsibilities & Duties:</p> <p><u>College Assistant Professor</u></p> <ol style="list-style-type: none"> 1. To undertake teaching each week during term time to include supervising Lucy Cavendish undergraduates where possible and to supervise for other Colleges in exchange for supervisions for Lucy Cavendish in areas outside area of own expertise 2. To engage in independent research in their own specialist field 	<p>Standards of Performance/Results:</p> <p>Positive feedback from students and improved examination results</p> <p>Research is of an appropriate calibre to be included in REF</p>



<p>3. To manage and participate in delivery of the annual Lucy Cavendish Fiction Prize (including liaison and negotiation with sponsors), initiate activities for the Writing Centre and promote creative writing classes</p> <p>4. As a Fellow of the College, the College lecturer is a Trustee of the College</p>	<p>The Lucy Cavendish Fiction Prize continues to grow, to achieve greater prominence in the national field. Increasing numbers of students participating in activities under the "Writing Centre"</p> <p>Contribute to and participate in the daily life of the College</p>
<p><u>Admissions candidates</u></p> <p><i>Assist the Assistant Senior Tutor with the admissions process by:</i></p> <p>5. Helping with Open Days when required and answering queries from virtual or in-person potential applicants</p> <p>6. Interviewing and recommending other interviewers (in collaboration with the Student Office to ensure that they have undertaken appropriate training)</p> <p>7. Liaising with the Admissions Team to select applicants for interview and assessing those selected by interview in the December, and where relevant, the March, round of interviews</p> <p>8. Liaising with the Admissions Team to set appropriate conditional offers to those selected, to pool or reject others as necessary, and to offer feedback on applications as requested</p> <p>9. Being available to assist with the selection of candidates from the Winter Pool in the New Year if necessary and with the pool interviews if required in the week before the start of the Lent full term. Participate in the Summer Pool and Adjustment processes as needed</p> <p>10. Writing to all successful candidates with congratulations and details of any helpful preparatory work</p>	<p>Recommendations made to the Admissions Director promptly</p>
<p><u>Freshers</u></p> <p><i>Assist in the organisation of induction for new students by:</i></p> <p>11. Providing introductory material, reading lists etc. in advance of students' arrival along with details of any courses starting before the beginning of full term. This will involve engaging with them online as part of College on-boarding</p> <p>12. Meeting new students at the beginning of the year to explain the teaching system in detail and take part in the College's Bridging programmes.</p> <p>13. Advising new students on learning procedures and choice of subjects and recommending and informing them of University lectures and classes as relevant</p>	<p>Be available for students during their on-boarding and Induction period</p> <p>See all undergraduates at the beginning and end of each term</p>



All English students

Advise students on University courses, facilities and examinations, arrange supervisions for undergraduates and monitor students' progress by:

14. Meeting all undergraduates at the beginning and end of each Term to advise on a programme of work and to monitor progress. Give feedback from supervisors and release reports to students so they can read them at the end of each term
15. Liaising with the College Librarian to ensure that stocks of books are kept up to date
16. Checking and authorizing examination entry forms and organising College examinations where appropriate
17. Liaising with tutors where students appear to have problems
18. Informing students of details of examination results
19. Making recommendations on scholarships and prizes
20. Advising on possible postgraduate courses
21. Writing references as requested by past and current students
22. Being available to advise students on any matter related to the subject, particularly if the student is in difficulty. Being available to any student who is considering a change of subject
23. Attending freshers' and graduation dinners with students and graduation of students and subject formal halls

Supervisors

Appoint supervisors and monitor the standard of College organised supervisions by:

24. Appointing supervisors and specifying hours of teaching; where possible following Faculty guidelines on number of supervisions and group size
25. Instructing new supervisors in what is required of them and informing them of teaching courses available (all supervisors have a set of obligatory training courses – Student Office will advise)
26. Ensuring that supervisors discuss a student's problems with the Director of Studies as soon as they arise;
27. Authorising payment of supervisors on CamCORS in a timely manner
28. Inviting supervisors to Subject formal halls where appropriate

Supervision reports released before the end of term

Ensure students successfully adapt to University study

All supervisions arranged before the beginning of each term

Supervision payments authorised before final deadline for payment



<p><u>Research and publication</u></p> <p>29. Pursuing scholarly research within their own field and to keep abreast of developments in research and scholarship in that field</p> <p>30. Presenting and publishing results of their research with a view to building up a high quality publication record</p> <p>31. Participating in Faculty submissions in the Research Excellence Framework (REF) and, where feasible, publish research at intervals consistent with the requirements for the REF</p> <p>32. Participating in activities of national and international organizations, publications and conferences concerned with research and scholarship in own specialism</p> <p>33. Where appropriate and necessary, seek external support for their research and scholarship activities, either individually or in collaboration with others</p> <p><u>Mentoring and training</u></p> <p>34. Mentoring will be provided or facilitated by a senior Fellow of the College. The mentor will be expected to encourage high quality publications and to provide career guidance. (New fellows are assigned a mentor for the first year of their appointment.)</p> <p>35. The Senior Tutor will be line manager and will meet regularly with the appointed College Assistant Professor's and conduct regular appraisals.</p> <p>36. The College Assistant Professor will be expected to undertake appropriate interview training courses and other courses run by the University CPPD.</p> <p>37. The College Assistant Professor should attend any Directors of Studies meetings held in the English faculty and keep well informed on course details and Faculty policies and guidelines</p> <p><i>The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College</i></p>	<p>Publication of work</p> <p>Invitation to conferences</p> <p>Applying as necessary for research grants</p> <p>Good feedback from Faculty colleagues</p>
<p>Scope/size of role (budgets, people, etc): To be discussed at interview</p>	
<p>Significant internal/external relationships : The College Assistant Professor will be expected to develop and maintain effective working relationships with:</p> <ul style="list-style-type: none"> • Colleagues in own field of research at home and abroad as appropriate • Senior Tutor, Assistant Senior Tutor, Tutors, Directors of Studies, Student Office and with others across the College • Director of Studies' for English in other Colleges • Other internal and external contacts 	
<p>Objectives (as per PDR) or key milestones : <u>Target/Objective:</u></p>	<p><u>Time duration:</u></p>