

## **JOB DESCRIPTION: College Lecturer**

**Responsible to:** Council via the Senior Tutor

**Close working with:** Deputy Senior Tutor for Teaching and Learning; Colleagues in MML and other College Fellows.

### **Background**

#### **FELLOWSHIP at GIRTON**

Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK's first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional, and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence. The College has a long history of working to open access to a world class education for under-represented communities.

Girton is one of the larger Colleges in the University of Cambridge, having some 80 Fellows, 480 undergraduates and 200 graduate students. It is located on two sites. The main building stands in 50 acres of ground two miles northwest of Cambridge city centre on the Huntingdon Road. There is also student accommodation at Swirles Court in Eddington.

The College is governed by its Charter and Statutes. All Fellows are members of the Governing Body and Official Fellows are members of Augmented Council. The main administrative body is the College Council, which meets regularly during Full Term and comprises the Mistress, Vice-Mistress, Bursar, Senior Tutor, nine Fellows elected by the Governing Body, and, for unreserved business, five student representatives. The members of Council are the Trustees of the College. The day-to-day management of the College is undertaken by various College Officers, principally the Mistress, Bursar, Senior Tutor and Junior Bursar. Further information about the College is available at [www.girton.cam.ac.uk](http://www.girton.cam.ac.uk).

Girton is a community of scholars. A key thematic focus in the strategic academic plan is to support a world-class Fellowship; Girton does so by earmarking funds for research, travel, and publication, and supporting a range of scholarly (including interdisciplinary) activities (research seminars, public lectures, 'fireside' chats and so on). A large, flourishing postgraduate community forms an integral part of this mix.

A resident Fellow may be offered rented accommodation in College, subject to availability. A resident or non-resident Fellow will be given a room, or share of a room, for teaching and research purposes. Meals at the common table are free and provided at all times, save when the Kitchens are closed for short periods.

#### **MODERN AND MEDIEVAL LANGUAGES AT GIRTON**

Girton has a strong tradition in Modern and Medieval Languages and is privileged to have included Alison Fairlie (French), Helen Grant (Spanish) and Elizabeth Wright (German) amongst its teaching staff in the past. Current Fellows are Dr Claire White, who specialises in nineteenth-century French culture, Dott, Claudia Domenici, who is a Faculty Senior Language Teaching Officer in Italian and Dr Stuart Davis who is a specialist in contemporary peninsular Spanish visual culture and literature, supported each year by a French lectrice nominated by the ENS Lyons. Current Life Fellows include Dr Gill Jondorf (French), Professor Sarah Kay (French) and Professor Melveena McKendrick (Spanish).

Girton aims to admit each year 7 students for the Modern and Medieval Languages Tripos and 1 for the History and Modern Languages Tripos. The number of students studying each language will vary from year to year but there are typically 4 or 5 students in each year group studying Spanish. The undergraduate students usually form strong bonds and have recently revived an MML Society for both academic and social events throughout the year. Girton has a

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strong commitment to widening participation, for example, for many years we have run a well-received Taster Day for GCSE Modern Languages pupils.

### **CAREER DEVELOPMENT**

College Teaching Officers have access to many of the University training programmes <https://www.training.cam.ac.uk/cctl> and will be encouraged to engage with the Cambridge Centre for Teaching and Learning <https://www.cctl.cam.ac.uk/>. College Teaching Officers will also have regular informal meetings with an assigned mentor who is a Fellow of the College, where relevant issues to be discussed may encompass the following topics:

- Publication strategies;
- The balance of research, publication and teaching;
- When and how to apply for University posts and advice on such applications
- Connections with and opportunities at the Faculty of Modern and Medieval Languages and Linguistics at the University.

The College Teaching Officer will also receive formal staff development reviews from another Fellow of the College. They will be expected to present in the College research seminar series and take part in the Pecha Kucha series. The College Teaching Officer may be asked to take on other College offices or duties as required, which will always be commensurate with an early-career appointment.

### **Appendix**

#### **The Faculty of Modern and Medieval Languages and Linguistics**

The Faculty is one of the largest in the country, made up of six different Sections: French, German, Italian, Slavonic Studies, Spanish and Portuguese, Theoretical and Applied Linguistics. The Spanish and Portuguese section currently has fourteen full time teaching officers, supported by three full time language teaching officers and three College Teaching Officers. For further details see: <http://mml.cam.ac.uk>.

#### **Purpose of Job**

Offer supervision teaching within the Spanish section of the Modern and Medieval Languages Tripos and be active in research in Hispanic Studies. Preference will be given to applicants working in the area of Latin American literature and/or film. This post has arisen as a result of Dr Davis's secondment to the position of Deputy Senior Tutor for Teaching and Learning; it is envisaged therefore that the postholder's specialist supervision teaching will complement the small amount of supervision teaching that Dr Davis may continue to offer. Full information about the courses offered by the Faculty of Modern and Medieval Languages and Linguistics can be found here: <https://www.mml.cam.ac.uk/undergraduates/current-undergraduates>

This is a fixed-term academic position with teaching, research and administrative duties and opportunities. The stipend payable will be on the College Teaching Officer (CTO) scale, which currently ranges from £36,333 - £47,047 (currently under review) and is pensionable under USS. Experience and qualifications will determine the lecturer's starting point on the scale. If a College Lecturer subsequently obtains a University post a different scale for the College Lectureship applies. There is an additional stipend of £165.74 per student per year (pensionable) for Direction of Studies.

While it is recognised that links to University departments are important career building elements in the Collegiate University, the first responsibility for a CTO in relation to teaching and administration is the College.

On appointment the Lecturer will be elected into an Official Fellowship at Girton College. Some additional College funds are available for furthering research, e.g. for research expenses, publications etc.

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The College Council reserves the right not to make an appointment.

Applications should be made via the Fellowship system CASC: [https://app.casc.cam.ac.uk/fas\\_live/gclsp.aspx](https://app.casc.cam.ac.uk/fas_live/gclsp.aspx)  
Applications should include a covering letter with CV, a statement of not more than 1000 words summarising the applicant's present and future research, and two references. Candidates are also asked to submit a piece of written work of up to 10,000 words with their application that will be read if the application is shortlisted. **The closing date for applications is 11.30pm on Monday 08 May 2023.**

### Role Duties and Responsibilities

College teaching takes the form of small group teaching (referred to as supervisions) each week, usually in groups of two or three. There are two Terms of eight weeks (Michaelmas and Lent); the third Term (Easter Term) has four weeks of teaching and three weeks set aside for University examinations.

1. Teach scheduled papers within the Modern and Medieval Languages (MML) Tripos. Postholders must offer supervision to students for the literature and film elements of paper Sp1 (Introduction to the Languages, Literatures and Cultures of the Spanish-Speaking world) and typically two further papers in their specialist area within Hispanic Studies. The successful candidate would be expected to supervise 240 hours per year for the College, equivalent to an average of 12 hours per week in the 20 weeks of Full Terms.

The College offers some flexibility in the use of earmarked hours to support various educational aims.

2. Act as Director of Studies in MML for at least one year group of students at Girton College. There is an additional stipend of £165.74 per student per year (pensionable) for this.

There are four main aspects of the work of a Director of Studies:

- (a) dealing with applications for admissions at undergraduate and postgraduate level and work with Admissions Tutors in choosing those who will read MML in the College
- (b) being generally responsible for guiding the academic course and conduct of the undergraduates reading for the MML Tripos, including their studies in Cambridge or elsewhere during the Year Abroad; this also includes arranging supervisions for all students under their care
- (c) writing references and answering queries from outside about past and present students' careers
- (d) holding social and academic events for students and Fellows in MML

3. Engage in college outreach and widening participation initiatives
4. Give subject specific advice to graduate tutors as required.
5. Engage in high-level research in Hispanic Studies leading to publications in peer-reviewed academic journals and other scholarly activity.
6. Engage with postgraduate and post-doctoral members of college.
7. Contribute to the life and work of the College, e.g. by attending College committees, engaging with student subject specific societies, supporting the annual programme of work and cycle of meetings required for planning and decision taking. As Director of Studies they will be a member of the Education Board and may be asked to serve on the Library Committee.
8. The college has a co-curricular programme to stimulate and support our students both as scholars and as individuals. It is expected Fellows will engage with and support this programme.

*This job description may be subject to change, following consultation between the Head of Department and the post holder.*

## PERSON SPECIFICATION

*Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.*

Experience	Essential	Desirable
Experience of teaching at University level.		✓
Experience of administrative activity in an academic environment		✓
Knowledge and Skills		
Evidence of ability to engage in high-level research in Hispanic Studies, with publications and participation in scholarly activity commensurate with stage of career	✓	
Evidence of ability to teach effectively in Hispanic Studies, which must include the teaching of literature and may include the teaching of film/visual culture	✓	
The ability to play an effective role in the life and work of the College	✓	
The ability to work as part of a team	✓	
Evidence of ability (or potential) as a Director of Studies	✓	
Native or near-native fluency in Spanish	✓	
Other Requirements		
Evidence of ability to engage in high-level research in Hispanic Studies—Latin American focused, with publications and participation in scholarly activity commensurate with stage of career		✓
Evidence of ability to teach effectively in Hispanic Studies—Latin American focused, which must include the teaching of literature and may include the teaching of film/visual culture		✓
Education	Essential	Desirable
Good first degree in relevant subject	✓	
Ph.D. in relevant subject area	✓	

**Girton College is committed to providing equality of opportunity. As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010. Applications are welcome from candidates of all backgrounds particularly from those belonging to groups that are underrepresented in similar roles among Cambridge Colleges.**

**EMPLOYMENT**

<b>Salary</b>	£36,333 – £47,047 per annum + benefits (Girton Single Spine Points 42-51, currently under review). There is an additional stipend of £165.74 per student per year (pensionable) for Direction of Studies.
<b>Working arrangements</b>	No hours of work are specified, but the employee is expected to supervise undergraduates during Full Term at mutually convenient hours between 9 a.m. and 7 p.m.; to be available in connection with their teaching and associated administrative duties and other duties associated with this contract during the normal working day during Term.
<b>Contract term</b>	3 years, renewable to a continuing appointment subject to satisfactory performance
<b>Other</b>	The College Lecturer will be elected to an Official Fellowship in the College. The benefits of this include dining rights and the possibility of residential accommodation on site. Further details of the entitlements and obligations of Fellows are available separately.