College Lectureship in Inorganic Chemistry (part-time)

Further Particulars

St. Peter’s College invites applications for a fixed-term College Lectureship in Inorganic Chemistry (part-time) for a period of three years starting on 1 October 2019. It is expected that the applicant will have submitted, or be close to submitting, a doctorate. We particularly welcome applicants who hold Postdoctoral, Career Development or similar Research Fellowships in Oxford but do not yet have a formal College attachment and wish to gain teaching experience.

The College currently aims to admit three or four undergraduate students per year in Chemistry. Full information about the College is available on the College website www.spc.ox.ac.uk.

1. Duties

The person appointed to the post will be expected to teach the equivalent of up to three hours of tutorials and classes for the College each week during the term, worked out on the expectation that students will be normally taught in pairs.

The main responsibilities of the Lecturer will be as follows:

1. To share organisational responsibility for the undergraduate teaching in Inorganic Chemistry. Details about these courses detailed on the Chemistry website: http://teaching.chem.ox.ac.uk/

2. To plan and provide tutorial teaching for up to an average of three weighted hours\(^1\) in each week of full term (eight weeks each). The appointee will be expected to teach across the full spectrum of course material relating to years 1, 2 and 3.

3. To ensure that students receive timely feedback on their work during term, both week by week and in termly reports, and to set and mark internal examinations (‘Collections’).

4. To participate in College admissions procedures including assessment of UCAS forms and interviewing.

5. To undertake academic administration (e.g. the planning and organisation of students’ subject options;  

\(^1\) Under the College’s weighting system for Stipendiary Lecturers, teaching hours are worked out on the basis of teaching students in pairs. Any hours spent teaching larger groups are counted as 1.2 hours, while any hours spent with individual students count as 0.8 hours.)
the endorsement of applications made by students for travel grants and other College assistance; the writing of references, the selection of books for the College Library etc.).

6. To undertake pastoral responsibilities in liaison with the College Welfare Team.

A more detailed guide to tutorial responsibilities and other information will be communicated to the successful candidate by the Senior Tutor following appointment.

2. Criteria for appointment

To be successful, candidates will need show that they meet the following selection criteria:

(i) be a dedicated and inspiring teacher of Inorganic Chemistry with demonstrable research potential (eg. a doctorate, or substantial progress towards one), and a willingness to contribute to the intellectual culture of Chemistry within the College;

(ii) have experience of, or demonstrable commitment to, tutorial teaching and the ability to inspire students both individually and in groups;

(iii) have the potential to discharge willingly and competently the full range of academic administrative duties, besides teaching, upon which the effective operation of Chemistry as a subject within the College depends.

(iv) have good communication and interpersonal skills.

(v) be prepared to undertake admissions training if necessary.

3. Remuneration and Conditions

Term of appointment
The appointment will be for a fixed term of three years starting on 1 October 2019.

Remuneration and other conditions
Remuneration will be pro rata on the Senior Tutors Committee scale for Stipendiary Lecturers. The rate for a 3-hour post is £6,756 to £7,599 per annum (£563 to £633 per month). The appointee will have access to an entertainment allowance of £70 per annum.

Pension scheme
The Lecturer will be automatically enrolled in the Universities Superannuation Scheme with effect from the start date of their employment; it is possible subsequently to opt out.

Senior Common Room
The successful candidate will be an associate member of the Senior Common Room and will be entitled to three free lunches or dinners per week in Full Term and two lunches per week during the vacation, provided that the kitchens are open (they are occasionally closed for short periods, normally during the vacation). They will not be a member of the College’s Governing Body.
4. Application procedure

Candidates should send a letter of application, together with a curriculum vitae and the names and contact details of two referees electronically to academic.appointments@spc.ox.ac.uk (contact telephone 01865 278857) by **12noon on Thursday 25 April 2019**. (There is no application form.) Candidates should ask their referees to write on their behalf to academic.appointments@spc.ox.ac.uk by the closing date.

Please include the words ‘Inorganic Chemistry Lectureship’ in the subject line of all email correspondence.

It is expected that shortlisted candidates will be invited to attend an interview on **Monday 20 May 2019**.

Informal queries can be addressed to Prof Mark Moloney, Fellow and Tutor in Chemistry (mark.moloney@chem.ox.ac.uk).

St Peter’s is an equal opportunities employer.

The appointment will be subject to the provision of proof of the right to work in the UK.

February 2019