College Lecturership in Music (part-time)

Further Particulars

St. Peter’s College invites applications for a two-year College Lecturership (6-hour) in Music. Applicants should have completed (or be about to complete) a doctoral dissertation in this subject and be able to teach a number of core papers for Prelims and the Final Honour School in Music. This is a fixed-term post following the retirement of Dr Roger Allen and pending a permanent appointment in the subject.

1. General

The person appointed to the post will fulfil the role of organising tutor in Music for the College and be expected to teach the equivalent of five hours of tutorials and classes for the College each week during academic terms, or the annualised equivalent of this amount, depending on variable demand across the academic year. Some of the students taught may be from colleges other than St. Peter’s. A further stipendiary hour is allocated for administration and oversight. A room will be made available for teaching purposes.

2. Tutorial responsibilities of the Lecturer

The main responsibilities of the Lecturer will be as follows:

1. To hold organisational responsibility for the teaching of undergraduate Music students in the College, keeping in close touch with the Faculty of Music and working in association with the College’s other Stipendiary Lecturer in Music, currently Dr Andrew Gant, and the part-time Director of Music, Jeremy Summerly (whose principal role is to lead the College’s choir).

2. To plan and provide tutorial teaching for up to an average of five hours in each week of full term (eight weeks total), teaching some of the following papers:

   **1st year Prelims papers:**
   - Analysis
   - Special Topics in Music History
   - Supervision of Extended Essays

   **Final Honour School (second and third years):**
   - Music Analysis and Criticism
   - Musical Thought and Scholarship
   - Topics in Music History before 1750
   - Topics in Music History after 1700
   - Portfolio supervision (dissertation, edition with commentary, analysis portfolio etc)

   The outline course structure is given on the Music Faculty website:
   [http://www.music.ox.ac.uk/apply/undergraduate/course-structure/](http://www.music.ox.ac.uk/apply/undergraduate/course-structure/)

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 lead the College undergraduate admissions procedures in Music including reading UCAS forms, marking written work samples, attending departmental admissions meetings organised by the Faculty of Music and interviewing. Most undergraduate interviews take place in December, but the Lecturer will also interview potential Organ Scholarship candidates, and meet potential Choral Scholarship candidates, in September.

5. To undertake academic administration (e.g. the planning and organisation of students’ subject options; 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. Attendance is very strongly encouraged at College events to which Lecturers are invited.

7. To act as College Adviser to St Peter’s College graduate students reading for higher degrees in music (this is in addition to a graduate student’s supervisor, appointed by the University, who is responsible for directing the academic work of the student). The College Adviser is available as a source of help and advice, which may concern academic matters in a broad sense, but may also be required in connection with pastoral issues. (This role would depend on the level of experience of the successful applicant, and would not, for example, be required of an appointee whose own doctorate was not yet completed.)

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

3. Criteria for appointment

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

(i) To have completed (or be about to complete) a doctorate in Music.

(ii) To have experience in teaching music at a level that would enable her/him to teach Oxford undergraduates in some of the courses listed above

(iii) To demonstrate the ability to be an effective and inspiring teacher of Music, particularly to undergraduates of high ability in a tutorial system.

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

(v) To be able to contribute to the work of the team of academic staff in Music at St Peter’s.

(vi) To be prepared to undertake admissions training if necessary.

3. Remuneration and Conditions

The appointment will be for a fixed period from 1 September 2018 to 30 August 2020. Remuneration will be on the Senior Tutors Committee scale for Stipendiary Lecturers (pro rata). The rate for a 6-hour post is £13,248 to £14,900 per annum. The appointee will have access to an entertainment allowance of £136 per annum. Stipendiary Lecturers are eligible to join the Universities Superannuation Scheme and are entitled to subscribe to the Oxford Colleges’ Healthcare Plan.
The successful candidate will be an associate member of the Senior Common Room and will be entitled to six free lunches or dinners per week in Full Term and two lunches per week during the vacation, provided the kitchens are open (they are occasionally closed for short periods, normally during the vacation). He or she will not be a member of the College’s Governing Body (GB) but will, as the organising tutor for Music, be invited to attend meetings as an observer, and it is hoped that the successful candidate would attend GB meetings. The GB meets three times a term.

St Peter’s College was founded in 1928. The College currently comprises a Master and 40 Fellows in a wide range of subjects, about 100 graduate and 350 undergraduate students, and about 90 College staff. The buildings, in a central but quiet location on the site of the medieval New Inn Hall, range in date from Linton House of 1794 and Canal House of 1828 - both former headquarters of the Oxford Canal Company - through the former parish church of St Peter-le-Bailey, built in 1874 and now the College Chapel, to residents’ blocks of the 1930’s, 1970’s and 1980’s. There are two further residents’ blocks, of the 1990’s, within five minutes’ walk and further building projects are currently in progress. Further information about the College is available at http://www.spc.ox.ac.uk.

The College admits four or five undergraduate students to read Music each year.

**Application procedure**

Candidates should send a letter of application, together with a curriculum vitae and the names and contact details of two referees to academic.appointments@spc.ox.ac.uk (contact telephone no. 01865 278857) by **12 noon on Monday 12 February 2018.** (There is no application form.) Candidates should state in their applications which undergraduate papers they are able to teach. They should ask their referees to write on their behalf to academic.appointments@spc.ox.ac.uk by the closing date.

It is expected that shortlisted candidates will be invited to attend an interview on Monday 26 February 2018, with invitations to interview being sent on Tuesday 20 February.

January 2018