

Teaching Associate in Medieval Literature

Faculty of English

Closing Date: Wednesday 29 May 2024
Job Reference: GG41493



Teaching Associate

Salary:

£33,966—£44,263

Contract:

Fixed term until 31 August
2026

Location:

Central Cambridge

Department:

Faculty of English

Responsible to:

Head of Department

Working pattern:

Full-time

The Faculty of English wishes to appoint a temporary Teaching Associate from 1 October 2024 to teach Medieval English literature at undergraduate and MPhil level.

The post holder will be required to contribute around 30–35 hours of teaching across the English course and MPhil programme, to provide lectures and seminars in medieval literature and language for a number of undergraduate papers, and contribute a seminar course on medieval literature to the MPhil in English Studies.

Key Responsibilities

The successful candidate will be expected to undertake the following duties and responsibilities:

- To plan, prepare and deliver lectures, seminars and classes in the Faculty as follows:
- Lectures / seminars for undergraduate papers including Part IB (second year), Paper 4 (English Literature and Its Contexts, 1300–1550), and Part II (third year), Paper 6 (The Medieval Supernatural); and possibly also Part IB (second year), Paper 3 (Early Medieval Literature and its Contexts, 1066–1350) and Part II (third year), Paper 5 (Chaucer). Details will be decided after appointment in consultation with the Director of Undergraduate Studies
- A seminar series with a medieval focus for the MPhil in English Studies
- To contribute to the delivery of the MPhil in English, with special attention to those students with a medieval research interest, including supervising and examining dissertations and coursework; to participate in postgraduate admissions and administration as necessary; to attend the Faculty Medieval Research Seminar.
- To contribute to the development of Faculty undergraduate teaching in the field of medieval literature through membership of the Faculty Teaching Forum.
- To provide academic guidance and advice to undergraduate students
- To take part in examining, including the setting and marking of papers, and the marking of undergraduate dissertations
- To update teaching material on Moodle, including reading lists and other pedagogical documentation ready for the following academic year;
- Other duties as required by the Chair of the Faculty Board commensurate with the nature and grade of the post.

Person specification

	Essential	Desirable
Education		
A PhD in the relevant subject area	✓	
Specialist Knowledge and Skills		
Proven expertise in the field of medieval literature	✓	
Interpersonal and Communication		
Excellent interpersonal and communication skills are required to explain concepts and materials and to develop and encourage the commitment to learn in others and to present material to a range of audiences	✓	
Relevant Experience		
Experience of successfully developing and delivering teaching at University level, including lectures, seminars and small group teaching	✓	
Given the strong research culture of the Faculty, evidence of developing research activity and a bibliography of publications commensurate with a candidate's stage of career, will be considered highly desirable		✓
Experience of administration in an academic environment		✓
Experience of, and/or aptitude for organizing and participating in collaborative teaching and research.		✓

The Faculty of English



The English Faculty was the first Department of English in the UK to encourage the study of English Literature to the present day and the first to approach English literature from a 'literary-critical' point of view, rather than as a manifestation of the history of the language. Notable members of the Faculty who have made a lasting impression on how Anglophone literature continues to be studied include I.A. Richards, William Empson, F.R. Leavis, Muriel Bradbrook, Raymond Williams, Frank Kermode, John Barrell, Gillian Beer, Marilyn Butler, Ato Quayson and Jill Mann. The research and theoretical orientations of the Faculty are many and diverse, but its teaching places particular emphasis on the ability to read literary texts and other media closely and attentively.

The establishment of the Faculty is currently 49 University Teaching Officers (UTOs), most of whom also have an affiliation to a College; there are also 37 Teaching Officers in English employed by Colleges (CTOs), who are also members of the Faculty; there are also 23 Research Fellows and Early Career Researchers. In addition, there are currently 12 administrative, secretarial and computing staff. The Faculty currently has around 200 postgraduate students and 620 undergraduates. The Faculty is located at 9 West Road in a building opened in October 2004. The building holds a library, teaching and research facilities, offices for University Teaching Officers and a social area.

The Faculty is active in all major areas of Anglophone literature and culture; our research and teaching are cross-disciplinary, historical and international in reach. In the latest QS University rankings, the Faculty ranked second, while in the 2021 UK Research Excellence Framework it was awarded 4* ('world-leading') 58%, 3* 28%, 2* 13%, 1* 1%.

The undergraduate BA in English consists of two incrementally structured parts: a two-year Part IA/B, which introduces undergraduates to a range of British and world literature from 1066 to the present day, along with a wide range of critical methods and practices; and a one- (or in some cases two-) year Part II, which offers an extensive choice of options in addition to compulsory papers on Tragedy and Practical Criticism / Critical Practice and a dissertation on a topic of choice. Most of the Faculty's papers are capacious and inclusive, enabling students to study many kinds of text and artefact and to develop a wide range of critical and theoretical approaches.

The Faculty of English

The University, faculties and colleges are linked in a historical relationship that is mutually beneficial. Students are admitted by one of the 31 colleges, although in the case of postgraduate students the faculties and departments determine admissions before the colleges are involved. Almost all undergraduates, and many postgraduate students, live in a college. Most academic staff will also be invited to join a college. College teaching is remunerated separately from University teaching, and appointment to a college is a separate matter from a University appointment. Membership of a college adds an important social and intellectual dimension for many of the academic staff. The Chair of the Faculty or senior colleagues can give more advice.

Teaching for both parts of the undergraduate programme is conducted through lectures and seminars, which are the responsibility of the Faculty, and supervisions (that is, small-group teaching), which are mostly organised through the colleges. The undergraduate teaching programme is co-ordinated by the Faculty Director of Undergraduate Studies in collaboration with the appropriate UTOs and CTOs.

At postgraduate level teaching is organised by the Faculty. We have a flexible and wide-ranging MPhil in English Studies offering students many options and pathways through the course. Those who wish to specialise (for example in a particular historical period) are able to do so, while others choose from varied options. The teaching programme offers both introductions to key frameworks for research, and specialist research-led courses. PhD students receive a broad training programme and specialist support from expert supervisors and advisors from within and beyond the Faculty.

The areas of research interests of individual members of the Faculty together with information on the Faculty's current activities may be found on the Faculty's website: [The Faculty of English \(cam.ac.uk\)](http://www.cam.ac.uk/faculty-of-english)

The School of Arts and Humanities



The School of Arts and Humanities is one of six schools in the University and it is currently comprised of:

- Faculty of Asian and Middle Eastern Studies
- Faculty of Architecture and History of Art
- Faculty of Classics
- Faculty of Divinity
- Faculty of English
- Faculty of Modern and Medieval Languages and Linguistics
- Faculty of Music
- Faculty of Philosophy
- Centre for Research in the Arts, Social Sciences and Humanities
- University of Cambridge Language Centre
- Institute for Technology and Humanity

Combined, these institutions have a total annual budget in excess of £45million, 700 staff and 3,500 students. The School has recently agreed a new strategic plan, which sets out its overarching vision and objectives.

Vision

The Strategic Vision of the School of Arts and Humanities is to retain its position in the world top five. We see this not as a simple metric but as a challenge for which we must foster a culture and practice of openness: to countries and traditions around the globe, to major themes, to new ways of teaching, to diversity in our student intake and staff recruitment, to inclusiveness in our career development, and to the breaking down of structures that prevent us achieving the ambitious goals we set ourselves.

Terms of appointment

Tenure and probation

Appointment will be made on a fixed-term basis to provide temporary cover during the absence of another member of staff.

Appointments will be subject to satisfactory completion of a probationary period, which will be set dependent on the role and the length of tenure.

Hours of Work and Working Pattern

The hours of work for the position are full-time working Monday – Friday.

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a hybrid pension scheme. If you are already a member of the NHS Pension scheme, you may be eligible to continue in the scheme and should contact the Pensions section of the University. For further information please visit: www.pensions.admin.cam.ac.uk

Annual leave

Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For new part-time employees, annual leave will be pro rata'd based on days worked.

General information

Pre-employment checks

Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us.

If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References - offers of appointment will be subject to the receipt of satisfactory references.

Equality and Diversity

We particularly encourage women and /or candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-represented at this level within our University.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment.

Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact the Schools HR team who are responsible for recruitment to this position on sahhr@admin.cam.ac.uk

The University

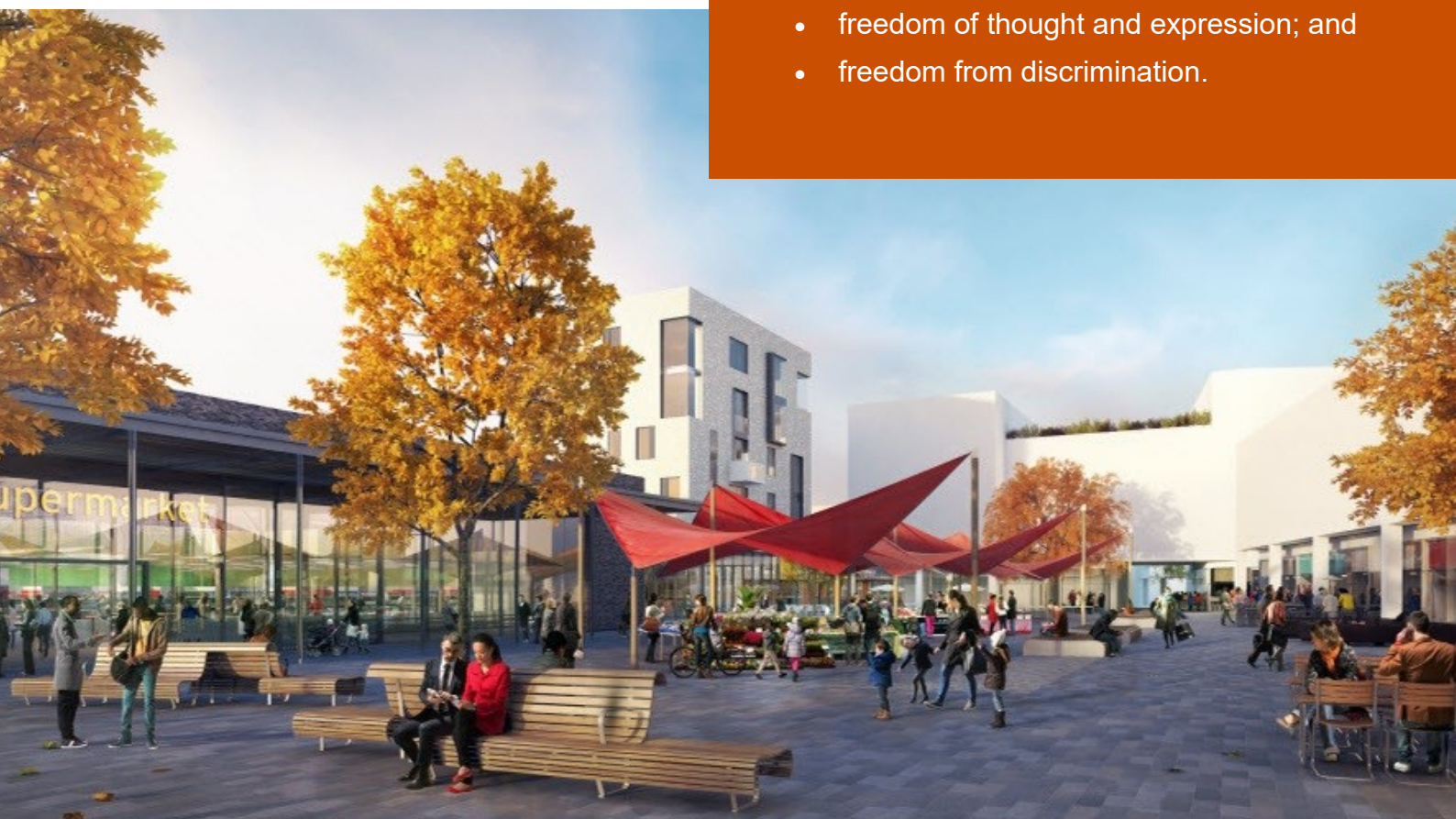
The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of world-leading teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



About us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the [Visit Cambridge](#) website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.



Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge. For staff who require a Skilled Worker Visa, Global Talent Visa or Settlement (known as indefinite leave to remain) to take up employment with the University, we offer an interest free [visa loan scheme](#) for current and prospective staff (and their dependants), to help meeting the cost of obtaining a visa.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>

What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here: <https://www.childcare.admin.cam.ac.uk/>

The [Newcomers and Visiting Scholars Group](#) is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.cam.ac.uk/>

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Informal enquiries are welcomed and should be directed to:

Professor Raphael Lyne, Chair of the Faculty Board on chair@english.cam.ac.uk

If you have any queries regarding the application process please contact Vicky Aldred on administrator@english.cam.ac.uk

For your application to be considered please upload the following:

- CV (including publications)
- Cover letter

Two references are required. References will be requested for shortlisted candidates only.

The closing date for applications is midnight (BST) on Wednesday 29 May 2024 and interviews are planned for week commencing 19th June, subject to change.