



Hertford College, Oxford

The Porter Fellow

with responsibility for On-Course Academic Skills

The Role

Hertford College proposes to appoint a fixed-term Porter Fellow from the academic year 2019/20 to 2023/24. This is a newly-created, combined post which is designed to support an academic in the early stages of his or her career while at the same time achieving the college's goals in establishing a programme of on-course academic skills. Sixty per cent of the Porter Fellow's time will be devoted to research and publication in their chosen academic field (on which there is no restriction); forty per cent to on-course academic skills provision. The aim is that at the end of the fellowship, the Fellow will have a record of publication and research activity that will enable him or her to advance to the next stage of an academic career, while the college will have an established programme of on-course academic skills for its undergraduate students.

The College

Hertford is one of the larger Oxford colleges, with around 650 students, two-thirds of whom are undergraduates. It traces its roots back to the late thirteenth century as Hart Hall, through several incarnations and a period as Magdalen Hall, to the present-day Hertford College which was refounded in 1874.

The Fellowship, which has responsibility for the governance of the college, currently includes forty-three Governing Body fellows, the majority of whom are involved in undergraduate teaching. In addition, over thirty lecturers supplement teaching provision, and around 100 members of administrative and domestic staff coordinate and support key activities. Academic and administrative offices, catering facilities and student accommodation can all be found on the main site, with further accommodation for both graduates and undergraduates at various other sites around Oxford.

The college has a reputation for being both progressive and friendly. It was one of the first colleges to go mixed, and now has a roughly 50:50 mix. For over fifty years, Hertford has championed access for students from backgrounds under-represented at Oxford, and this continues to be the focus of our outreach work. Over the past year, the college has placed a renewed focus on the academic provision in place to enable our students to thrive on course and achieve their academic potential.

Specific Responsibilities

Research (60%):

- Propose, plan and manage a high quality and ambitious programme of original research;
- Publicise the outcomes of that research at a national and international level through presentation of papers and publications;
- Liaise with research colleagues within and outwith Oxford with a view to future research collaboration;
- Engage in the life and activities of the college.

An academic mentor will be appointed within the college, in the Fellow's subject (or a closely-related subject), to advise on all matters related to research and career development.

On-Course Academic Skills Support (40%):

- Research different types of academic skills training and support across Oxford and the higher education sector, and the means by which to implement them;
- Design and coordinate the provision of academic skills training to offer-holders, freshers, and on course students, across the academic year;
- Design and oversee a scheme to train graduates and, potentially, undergraduates, to act as mentors or advisors to on-course students;
- Advise on and involve subject tutors in academic skills provision;
- Act as a referral point for one-to-one advice on academic writing or other specific difficulties identified by individual students themselves or by their tutors;
- Work closely with the Senior Tutor and Registrar in establishing initiatives to address differential attainment through an inclusive approach;
- Attend the termly Tutors' Meeting for Fellows and Lecturers at which approaches to teaching and learning are discussed;
- Participate in other committees or ad-hoc meetings where knowledge and expertise of academic skills is required;
- Liaise closely with other colleges and departments in relation to existing academic skills support and initiatives in development.
- Work with the University of Oxford Centre for Teaching and Learning (formerly the Oxford Learning Institute) to monitor and evaluate the effectiveness of particular initiatives, and to develop and disseminate an evidence base about the range of interventions which could be used in the college and across the University.

In addition, the Porter Fellow will be a member of Hertford's Governing Body, and will therefore be expected to attend Governing Body meetings (normally two per term).

Assessment Criteria

Essential

- Hold a doctorate in an appropriate academic field secured in the four years preceding the closing date, or be close to the completion of a doctorate (submitted within the last six months prior to closing date);
- A record of publications and/or other outputs demonstrating research expertise in the field, appropriate to the career stage of the applicant;
- Demonstrated ability to plan and undertake academic research at the highest level;
- Experience of teaching in higher education, and of designing individual sessions or series of sessions, as well as teaching small groups at undergraduate level;
- Commitment to building strong, co-operative and supportive relationships with academic staff and with colleagues across the collegiate university;
- Excellent oral and written presentation and communication skills;
- Commitment to the aims, objectives and academic values of Hertford;
- Willingness to work flexible hours on occasion as work demands.

Desirable

- A relevant qualification or higher degree in Teaching and Learning in Higher Education, and/or Academic Writing, and/or English for Academic Purposes;
- Ability to collaborate with other researchers;
- Experience and knowledge of the University's teaching practices;
- Experience of evaluating own teaching and/or the impact of new teaching/study skills initiatives;
- Strong organisational skills and the ability to manage diverse and conflicting priorities proactively.

Conditions of Appointment

The appointment will be for a fixed, non-renewable term of four years from the academic year 2019/20 to 2023/24. The precise start date is negotiable, but it is hoped that the successful candidate will be in a position to take up the post at some point between 1 August 2019 and 1 October 2019. It will be conditional on receipt of satisfactory references. There will be an initial probationary period of one year.

Grade and Salary

The salary is on the range £32,236-£39,609 (*with a discretionary range to £43,267*) dependent upon experience and qualifications, which is equivalent to grade 7 of the Oxford University salary scale.

Additional Entitlements

The Porter Fellow will be a full member of Governing Body, and will have the following entitlements:

- an office space in college;
- membership of the college's Senior Common Room (SCR), with full Fellows' dining rights in term and vacation;
- Fellows' research allowance (£1,589 *per annum*), computer allowance (£605 *per annum*, available in advance), and entertainment allowance (£278 *per annum*).

Pension

The post-holder will be entitled to join, or remain a member of, the USS pension scheme.

Mentoring and Development

The college will arrange for a mentor of the Porter Fellow. The post-holder will be encouraged to undertake supplementary professional training as necessary.

Sports Facilities

The post-holder will have access to the college's gym.

Hours of Work and Holiday

Those holding academic posts are able to determine the duration of their own working time in accordance with the terms of the Working Time Regulations 1998, and are therefore exempt from the majority of the requirements of those regulations. Although an annual leave entitlement for such staff is not defined in absolute terms, the annual salary paid and the number of working days in each leave year shall incorporate the applicable requirements of the regulations that all employees are entitled to a minimum of 28 days of paid annual leave inclusive of all public holidays.

Application and Appointment Procedure

Those wishing to apply for the post should email the following documents to recruitment@hertford.ox.ac.uk by **noon on Monday 13 May 2019**.

1. CV (maximum three sides of A4, to include the names and contact details of two referees);
2. A covering letter (maximum two sides of A4) detailing how your experience, skills and qualifications meet the criteria for the post;
3. A statement (maximum two sides of A4) of future research plans;
4. A completed Employment Application Form.

Applicants are also asked to complete and return a Recruitment Monitoring Form (available from the college website). The monitoring information collected does not form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the college's equality policy.

Candidates should also arrange for their referees to write to the college by the same date. The college wishes to take this opportunity to thank in advance those referees who write on behalf of candidates.

Shortlisted candidates will be asked to submit a sample of written work of no more than 7000 words in length, which must be in English.

Interviews will likely be held during the **week commencing 27 May 2019**.

The college reserves the right to seek a report from the Disclosure and Barring Service (DBS). Candidates must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences. Applicants who would need a work visa if appointed to the post are asked to note that under the UK's points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

- (i) they have sufficient English language skills (evidenced by having passed a test in basic English, or coming from a majority English-speaking country, or having taken a degree taught in English), and
- (ii) that they have sufficient funds to maintain themselves and any dependents until they receive their first salary payment.

Further information is available at: <https://www.gov.uk/tier-2-general/eligibility>.

The position may be discussed further with **Professor David Hopkin, Senior Tutor** (david.hopkin@hertford.ox.ac.uk).

In accordance with the General Data Protection Regulation (GDPR), we have implemented a privacy notice which explains the types of data we will process about you as part of the application process. We also include within this notice the reasons for this, how long we keep your data for, and your rights regarding your data. This Privacy Notice can be found on our website at this address: <https://www.hertford.ox.ac.uk/privacy>.

Hertford College is an Equal Opportunities Employer