Further Particulars

Fitzwilliam College, Cambridge invites applications for a one-year fixed-term post as Isaac Newton Trust Teaching Associate in English with effect from 1 October 2020.

The successful candidate will be required to provide 200 hours of small-group teaching for undergraduates studying for the English Tripos (across 23 teaching weeks) and to take the (separately remunerated) role of Director of Studies for some or all of the College's undergraduate students of English, participating in admissions, outreach and enrichment activities. Preference will be given to applicants able to teach several papers related to the Renaissance period (Shakespeare, English Literature 1500-1700, Early Modern Drama, Material Renaissance and Tragedy).

The employment is for a fixed term of twelve months in order to provide cover for a Fellow on sabbatical leave. For this reason, and because the post is specifically funded by the Isaac Newton Trust for this purpose, the employment is not renewable. Candidates must have, or expect to obtain by the time they take up the post, a post-graduate (PhD or equivalent) qualification. Relevant teaching experience is essential, as are the skills required to offer academic guidance and support to undergraduates.

A stipend of £21,236 (subject to the expected 2020 cost-of-living adjustment) will be paid for the twelve-month fixed term. The supplement for the administrative responsibilities of acting as Director of Studies is variable according to the number of students overseen: approximately £1,000-£2,873 for the anticipated one or two year groups. The stipend will be pensionable under USS.

The employment is subject to the Statutes and Ordinances of the College. It is anticipated that the Teaching Associate will be nominated for election to a Bye-Fellowship in Fitzwilliam College during the term of the employment.

The undergraduate course in English at the University of Cambridge is called the English Tripos. Syllabi, lectures and examinations are provided by the University, but undergraduate admissions, small group teaching (known as ‘supervisions’) and pastoral care are the responsibility of the colleges. Further details about the Faculty of English can be obtained at www.english.cam.ac.uk.

Fitzwilliam College admits around ten students each year to read for the English Tripos, as well as graduate students. The person appointed will join a team of Fellows and Bye-Fellows including Kasia Boddy, Hero Chalmers (whose sabbatical leave the post is designed to cover), Paul Chirico, Victoria Condie, Subha Mukherji and Georgina Wilson.

The Teaching Associate is employed to supervise the studies of junior members of the College and of other colleges, in a range of papers likely to include Practical Criticism and Critical Practice as well as more specialised papers. The teaching duties are calculated according to a scale which values supervisions according to the number of students in the supervision group. The stipend assumes the teaching of students in pairs for a total of 200 hours. Any teaching provided in excess of this requirement will be separately remunerated; any deficit (calculated at the standard supervision rate) will be repaid to the College. The Teaching Associate will also be required to perform all incidental duties associated with such supervision, and to participate in the communal life of the College.
The Teaching Associate will be required to act, in co-ordination with colleagues, as a Director of Studies, whose primary duties are to advise and support students in their academic work, to identify and liaise with appropriate supervisors, to participate in the important task of interviewing and selecting prospective undergraduate students, and to contribute to relevant open days and widening participation activities.

The employment is based in the College and the Teaching Associate is required to be in Cambridge for a substantial part of the day during Full Term and to reside within twenty miles of the College. No hours of work are specified, but the Teaching Associate is expected to supervise junior members during weekdays of Full Term at mutually convenient hours usually between 1.30 p.m. and 7 p.m., and to be available in connection with the other duties associated with this employment. During the course of the employment, the Teaching Associate may take up other posts, subject to there being no conflict with her/his position in the College.

There is no prescribed period or duration of holidays, except that they must not be taken during Full Term and save that the Teaching Associate is entitled to a minimum of 5.6 weeks’ annual leave pro rata per academical year. Public holidays during Full Term are to be treated as working days.

Applications should be sent to the Master, Fitzwilliam College, Cambridge CB3 0DG to arrive no later than Monday 8 June 2020. Applications by email are encouraged and should be addressed to masters.assistant@fitz.cam.ac.uk. Interviews for shortlisted candidates will be held in the week commencing 22 June 2020. Applicants should provide a curriculum vitae with details of their educational record and their teaching experience. Applicants are asked to consult the syllabus of the English Tripos on the website of the Faculty of English (www.english.cam.ac.uk), and to state in their application which papers of the Tripos they could teach.

Candidates should ask two referees to send their references to the Master [masters.assistant@fitz.cam.ac.uk] by the closing date without waiting for a formal invitation from the College. Queries about the application process should be directed to the Master’s Assistant Alice Bevington [masters.assistant@fitz.cam.ac.uk].

Anyone wishing to discuss the position informally is welcome to contact Dr Hero Chalmers, College Lecturer in English [hac26@cam.ac.uk].

Fitzwilliam College values diversity and is committed to equality of opportunity. Applications are welcome from everyone irrespective of age, disability, gender, gender reassignment, pregnancy, maternity/paternity, marital status or civil partnership, race, national original, sexual orientation or any other protected characteristic.

The College will not restrict its consideration to applicants seeking full-time appointments. Applications for part-time (or job share) appointments will be welcomed. Applicants should make clear on their applications if they wish to be considered for a part-time or job share appointment.
International applications are very welcome. Fitzwilliam College has a responsibility to ensure that all employees are eligible to live and work in the UK, and is a licensed sponsor for Tier 2 visa applications. In practice Home Office regulations will allow us to sponsor a Tier 2 visa for this post only for an individual who will be under the age of 26 on the date of their visa application OR who will be switching from a Tier 4 visa following study towards a PhD (see sections 26.3-26.7 and 28.7 at www.gov.uk/government/publications/sponsor-a-tier-2-or-5-worker-guidance-for-employers). We would also be able to appoint a candidate who is in a position to secure a Tier 1 visa.

The College reserves the right not to make an appointment, and not to limit its choice to those who apply.

Data Protection: Personal data that you supply to the College will be used solely for the purpose of this recruitment and managing the membership of the successful applicant. Data is processed in accordance with the Data Protection Act 2018. For more information see www.fitz.cam.ac.uk/data-protection