



FACULTY OF MEDIEVAL AND MODERN LANGUAGES

Job description and selection criteria

Job title	Part-time Lectorship in Brazilian Portuguese
Division	Humanities
Department	Faculty of Medieval and Modern Languages
Location	Sub-Faculty of Portuguese
Grade and salary	Grade 5: Salary £22,971-£27,428 (pro rata 0.5)
Hours	Part time (50% FTE)
Contract type	10 month fixed-term appointment
Reporting to	Chair of the Faculty Board
Vacancy reference	HUM/10058F/I
Additional information	INTERNAL APPLICANTS ONLY

Introduction

The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 10,000 staff and has a student population of over 21,000.

Most staff are directly appointed and managed by one of the University's 130 departments or other units within a highly devolved operational structure - this includes 5,900 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and 2,820 'support' staff (including clerical, library, technical, and manual staff). There are also over 1,600 academic staff (professors, readers, lecturers), whose appointments are in the main overseen by a combination of broader divisional and local faculty board/departmental structures. Academics are generally all also employed by one of the 38 constituent colleges of the University as well as by the central University itself.

Our annual income in 2009/10 was £879.8m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £367m p.a., and more than 60 spin-off companies have been created.

For more information please visit www.ox.ac.uk

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology, as well as the Ruskin School of Drawing and Fine Art. The division has responsibility for over 500 members of academic staff, for over 4,000 undergraduates (more than a third of the total undergraduate population of the University), and for about 1600 postgraduate students.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Library, with its 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study.

The Division's faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

For more information please visit: <http://www.humanities.ox.ac.uk/>

Faculty of Medieval and Modern Languages

The University is organised into about 140 different departments, each of which recruits its own staff. This post is in the Faculty of Medieval and Modern Languages.

The Modern Languages Faculty has roughly 1,000 undergraduates reading for the Honours School of Modern Languages or one of five Joint Schools, and approximately 150 graduate students; there are around 100 academic and support staff holding university posts. The Faculty is one of the leading centres for the study of European language, literature, and culture world-wide, offering expertise in the entire chronological range from the earliest times to the present day, and with specialists in film studies, cultural studies, and cultural history as well as languages and literatures.

The main subjects studied are French, German, Italian, Russian, Spanish, Portuguese, Modern Greek, and Linguistics. The Faculty is partly college-based, and partly housed in University buildings in Wellington Square, where some academic staff and the Faculty's administrative staff have offices, and at the Taylor Institution in St Giles' where some teaching takes place and the main Faculty and research library is based.

For more information please visit: <http://www.mod-langs.ox.ac.uk/>

About the Sub-Faculty of Portuguese

Oxford University is the only UK institution with an independent unit devoted solely to the teaching of Portuguese and Brazilian Studies. The Sub-Faculty of Portuguese has six teaching members: the King John II Professor of Portuguese Studies, three University Lecturers and two part-time leitores, one in Brazilian Portuguese and one in European Portuguese (funded by the Instituto Camões). It also works closely with The Centre for Portuguese Language/Instituto Camões and the Brazilian Studies Program in the Latin American Centre. Members of the Sub-Faculty have distinct but complementary areas of expertise which allow it to offer undergraduate courses and graduate research across the

broadest spectrum, from modern literature (including Brazilian and African writers, and modern women's writing) through sixteenth-century poetry and drama to medieval literature and Linguistics.

Language Teaching

The annual intake of students in Portuguese is between 10 and 15 per year, most of whom have not studied Portuguese at school, but will usually have at least one A level in another Romance language. Most language teaching is delivered by the two leitores. Whereas first- and second-year students are grouped primarily by ability, final year students are obliged to select either Brazilian or European Portuguese for essays and oral classes, and are assigned to the appropriate leitor. A specially devised pre-sessional course is delivered to *ab initio* first-year students in the week preceding the Michaelmas term (usually the last week in September). An intensive study day for second-years or finalists at the end of Hilary Term (preceding the Easter vacation).

Portuguese is normally studied as part of a Joint Modern Languages degree throughout all four undergraduate years. Part of the third year of the course is usually spent in a Portuguese-speaking country.

Job description

Overview of the role

Applications are invited for the post of part-time (0.5) Lecturer in Brazilian Portuguese, which is available from 1 September 2011 until 30 June 2012. Applicants should be fluent in Brazilian Portuguese to native-speaker level, and have recent immersion in a Brazilian cultural context. They should have a good command of English, and experience of teaching Portuguese at an appropriate level. A university qualification in modern languages or language teaching would be an advantage.

Responsibilities/duties

The Lecturer will be required to perform the following duties to the satisfaction of the Modern Languages Board:

- i. To prepare and deliver classes in the oral and written use of Portuguese up to a maximum of 7 hours a week for students of Portuguese in all years of study.
- ii. To set central language tests ('collections') and regularly set, mark and grade students' work during the academic year.
- iii. To take part as an assessor in the FHS oral examinations, and in the Preliminary Examination, if requested to do so.
- iv. To take part in the annual pre-sessional course for *ab initio* students, and the annual intensive day for 2nd or final-year students.
- v. To make attendance and progress reports to tutors at regular meetings and to supply reports to them on each student's work by the end of the seventh week of each term.
- vi. To assist the Language Teaching Coordinator and the Instituto Camões lecturer in the administration and organization of language classes for the sub-faculty.
- vii. To assist with the organization of events for the annual Brazil Week.
- viii. To attend Sub-Faculty and Staff meetings.

The Lecturer may also be invited to conduct classes in written translation from English into Portuguese, and to provide remedial teaching (for which separate payment will be made by the colleges concerned).

Selection criteria

Essential

- i. Native competence in Brazilian Portuguese
- ii. Recent immersion in a Brazilian cultural context
- iii. Experience in teaching Portuguese as a foreign language
- iv. Excellent spoken and written English
- v. Ability to work as part of a team but also to use their initiative

Desirable

- i. A university qualification in modern languages or language teaching

Working at the University of Oxford

For further information about working at Oxford, please see:

http://www.ox.ac.uk/about_the_university/jobs/supportandtechnical/

How to apply

Electronic applications in the form of a CV and supporting statement should be emailed to: recruitment@mod-langs.ox.ac.uk together with the names and addresses of two referees.

All applications must be received by **midday** on Friday 20 May 2011.

Candidates should ask their referees to email their letters of recommendation (in English) directly to recruitment@mod-langs.ox.ac.uk by the same date and should send their referees a copy of these further particulars. It is planned to hold interviews in the week commencing 30 May 2011.

The supporting statement should describe what you have been doing over at least the last 10 years. This may have been employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Your appointment will be subject to (i) the return of a completed medical questionnaire which is acceptable to the University, (ii) the provision of original documentation which indicates your right to work in the UK, and (iii) the completion of an initial probationary period of six months.

Equal opportunities at the University of Oxford

As an Equal Opportunity employer, we positively encourage applications from people of different backgrounds. All our jobs are filled in line with our equal opportunities code of practice, which helps us make sure that men and women, people of different religions or beliefs, ages, racial groups, and those with disabilities are all treated fairly.