



**Christ Church, Jesus College, Magdalen College,  
Oriel College, Somerville College – University of Oxford**  
**German Lektor:in**

<b>Job title</b>	German Lektor:in
<b>Location</b>	Christ Church, Jesus College, Magdalen College, Oriel College and Somerville College
<b>Salary</b>	University Grade 6 - £39,749 NSP 30 per annum, pro rata
<b>Hours</b>	Full time (up to 14 contact hours per week (commencing 1 September 2025))
<b>Contract type</b>	Fixed Term for eleven months
<b>Responsible to</b>	Senior Censor of host College Christ Church
<b>Application deadline</b>	<b>Noon 18 March 2025</b>
<b>Vacancy reference</b>	HT25_017

### Overview of the role

A consortium of five Oxford Colleges within the University of Oxford (Christ Church, Jesus College, Magdalen College, Oriel College, Somerville College) seeks an enthusiastic, self-motivated and suitably qualified German Lektor:in to undertake German language teaching and associated duties for undergraduate students in years 1, 2 and 4 (the third year is usually spent abroad).

The postholder will be required to teach students for 12-14 hours per week (mainly during term time) in written, oral, and aural German language and grammar work, participate in the development of language skills for *ab initio* students, assist in the preparation of students for oral examinations, contribute to relevant German language and literature courses, and take part in pre-sessional courses and undergraduate admissions interviews. They will be required to provide appropriate feedback and report on students' progress, and they will also be responsible for organising culturally related extra-curricular activities and administrative tasks for undergraduates studying German. In addition, they will contribute to outreach activities and offer support, as required, to students on their year abroad. Some duties will be required outside of the three academic terms.

### Responsibilities/duties

The full range of duties is detailed below. The Lektor:in will provide 12-14 hours of teaching per week during the three 8-week terms (known in Oxford as Michaelmas, Hilary, and Trinity) of the academic year 2025-2026. The allocation of time between the colleges of the Consortium is, in principle, as follows, with some teaching being organised on an intercollegiate basis:

- Christ Church – 2.5 hours
- Jesus College – 2.5 hours
- Magdalen College – 2 hours
- Oriel College – 2.5 hours
- Somerville College – 2.5 hours

The postholder will be expected to work independently at times but always ultimately in collaboration with the Modern Languages Fellows in the consortium colleges, and other relevant Lecturers and Lektor:innen.

The duties of the Lektor:in will include:

1. Delivering oral and aural language teaching and teaching in grammar and written language skills – especially for essay-writing, listening comprehension, and oral presentations – for resident students in all years of the undergraduate courses in Modern Languages and Joint Schools that involve German
2. Setting and marking weekly work and occasional tests, providing constructive feedback on all work submitted and on in-class performance, and providing support in the development of study and revision skills
3. Participating in the development of language skills for *ab initio* students (those following the dedicated course designed for beginners)
4. Preparing final-year undergraduates for the German oral examination
5. Participating in and delivering parts of a seminar and lecture course on *Deutsche Gesellschaft und Kultur* for first-year undergraduates
6. Developing 'Landeskunde'-based language courses for second-year undergraduates to include preparation for the year abroad, assisting students in their planning for the year abroad, and marking work produced during their year abroad
7. Encouraging students on their year abroad in continued language learning
8. The opportunity to give lectures on 'Landeskunde'-based topics
9. Contributing to an integrated course on German Literature 1770 to the present, including cultural / historical / political background (as suggested by the Tutors in German at the colleges, not necessarily in all colleges, and not normally involving the delivery of tutorials)
10. Undertaking administrative tasks related to the above teaching duties
11. Acting as assessor in the oral examination in the Final Honours School degrees involving German (final-year undergraduate examinations, for which additional payment is made)
12. Submitting termly reports relating to the tuition of every student in each college via the University's teaching management platform (TMS)
13. Interviewing *ab initio* applicants for undergraduate degrees involving German, including completion of any prior training requirements (these interviews normally take place in early/mid-December)
14. Providing culturally related extra-curricular activities (such as organising German film screenings, a drama group and/or a German society)
15. Contributing to the judging of the Oxford German Olympiad, a national competition for schools (primarily in the period March–June)
16. Attending meetings of the Oxford Sub-Faculty of German
17. Contributing to the collaborative work of the Sub-Faculty of German's language teaching
18. Taking an active part in the intellectual lives of the consortium colleges and the Sub-Faculty of German.

## **Selection Criteria**

The successful candidate will be able to demonstrate that they meet the following essential selection criteria:

- Native or native-equivalent language ability in German
- Experience of, or aptitude for, undergraduate-level teaching in German as a foreign language (Deutsch als Fremdsprache)
- An understanding of the needs of high-achieving undergraduates and a commitment to fostering high academic achievement in undergraduates
- Good organisational skills, communication skills, and the sensitivity to deal effectively with students.

A desirable criterion is:

- A language teaching qualification or equivalent.

## **Salary and Benefits**

- Salary University Grade 6 £39,748, NSP 30 (current rates) per annum, pro rata,
- Use of a shared teaching room in College.
- Two free meals (lunch or dinner) per week in each College while the kitchens are open.
- Associate Membership of the Christ Church Senior Common Room (with options for further memberships in the other consortium colleges).
- Eligible staff may join or remain a member of the Universities Superannuation Scheme. Details are available on the website at <http://www.admin.ox.ac.uk/finance/pensions/uss/>.
- Employee Assistance Programme alongside access to dedicated support both within the college and wider University for your personal and career development.
- Subject to availability there may be an opportunity to rent accommodation from host College (Christ Church) for the duration of employment.

There is no entitlement to sabbatical leave.

## **Pre-employment screening**

Standard checks: if you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide proof of your right to work in the UK; proof of your identity. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

The successful applicant will be required to provide proof of eligibility of their right to work in the UK. If they require a UK visa, this will be discussed when they have been offered the role with advice on the relevant visa route and visa application process then provided by the University's Staff Immigration Team.

## How to Apply

Please apply using the online application form available at:

[https://fas.chch.ox.ac.uk/fas\\_live/chchlektor/](https://fas.chch.ox.ac.uk/fas_live/chchlektor/) no later than the deadline of **Noon 18 March 2025**. Applications received after this time will not be considered. Application documents should include:

- Covering letter or statement explaining how you meet the criteria set out above using examples of your skills and experience - this may include experience gained in education or employment - and also outlining your reasons for applying for this post at Oxford.
- CV, including teaching experience.

Christ Church currently operates an EJRA of 30th September immediately preceding the 70th birthday for all academic staff.

Applications will be judged only against the criteria which are set in the job description, and applicants should ensure that their applications show clearly how their skills and experience meet these criteria.

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of selection committees are aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from minority ethnic candidates, who are under-represented in academic posts in Oxford.

If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for an interview, we will ask whether you require any particular arrangements at the interview.

## References

Two references are required for this post. Candidates are responsible for requesting references from their referees. Referees should submit references online by the closing date of **Noon 18 March 2025**. Once applicants have provided their details in their online application, referees will be sent an email containing a link to do this.

Candidates should therefore give referees enough time to write in their support. The college will not request references directly from the referees.

Christ Church is grateful to referees for their assistance; and it hopes that they will understand the impracticability of acknowledging receipt of referees' letters.

## Interviews

Interviews for the position are expected to take place online on Friday 28 March 2025.

## If you need help

If you have any questions regarding the application process, please contact [academic.recruitment@chch.ox.ac.uk](mailto:academic.recruitment@chch.ox.ac.uk). Questions about the post or the duties should be directed to the German Tutor at Christ Church ([robert.vilain@chch.ox.ac.uk](mailto:robert.vilain@chch.ox.ac.uk)). All enquiries will be treated with strict confidence and will not form part of the selection decision.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

### **Important information for candidates**

#### Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large number of recruitment exercises that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.

#### Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.

### **Offer of employment**

Applications for this post will be considered by a selection committee. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Governing Bodies of the consortium colleges based on a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by these Governing Bodies and a formal contractual offer has been made by Christ Church.