ST ANNE’S COLLEGE
Job Description and Selection Criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>Stipendiary Lectureship in Pure Mathematics</th>
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<tbody>
<tr>
<td>Location</td>
<td>St Anne’s College</td>
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<tr>
<td>Salary:</td>
<td>£7,083.00 pa</td>
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<tr>
<td>Point 2, on the Recommended Scale For Stipendiary Lecturers 2019-20</td>
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<tr>
<td>Benefits:</td>
<td>Membership of the SCR(^1)</td>
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<td></td>
<td>2 free meals per week in Weeks 0-8 during Term (except at times when the kitchen is closed (Easter, Christmas, and for two weeks during August))</td>
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<tr>
<td>Hours</td>
<td>To provide 3 contact hours of undergraduate teaching per week averaged over the three eight week terms of the academic year(^2)</td>
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<tr>
<td>Contract type</td>
<td>Fixed term from 1(^{st}) October 2020 – 30(^{th}) September 2022</td>
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Introduction

St Anne’s College

St Anne’s is a modern College with the ambition to be a diverse and inclusive community contributing to the University’s vision to lead the world in education and research. Its values are to be: forward looking and outward facing; diverse and multidisciplinary; ambitious and down-to-earth; independent and collaborative, and rigorous and supportive. It is one of the largest Colleges in the University. Known for the diversity of its student body, it is an energetic and friendly community of some 800 students plus tutors and staff. Helen King (PPE, 1983) started as the College’s new Principal in April 2017.

St Anne’s has a radical tradition. It can trace its origins back to 1879 and the formation of the ‘Association for the Education of Women in Oxford’. It became a college in 1952 and first admitted men in 1979. The College has always set its face outwards towards the world, driven by its commitment to making the opportunities of an Oxford education accessible to those of academic potential who otherwise might not envisage themselves in Oxford. The College has about 440 undergraduate students, 60 visiting, recognised and other students, and a graduate community of around 330 (taught and research). It also has a large and committed alumni base.

St Anne’s Tutorial Fellows are supported in their teaching by a committed team of college lecturers and the College is also home to a lively group of Research Fellows and Associates who contribute to the thriving academic life of the College. A dedicated support staff of over 90 provides administrative,

\(^1\) Membership of the SCR is optional. Please see the attached handbook.

\(^2\) Term dates are listed at [http://www.ox.ac.uk/about_the_university/university_year/dates_of_term.html](http://www.ox.ac.uk/about_the_university/university_year/dates_of_term.html)
library, maintenance, IT, accommodation and catering services. The College has an on-site children’s nursery with preference for places being given to the children of College staff.

St Anne's has a large, international community of researchers. The collegiate nature of the University of Oxford provides a unique forum for collaborative working and interdisciplinary research. St Anne’s is committed to developing this potential and to encouraging dialogue at all stages of academic life. Research activities at St Anne’s are supported by a programme of workshops, seminars and lectures that bring together research fellows, lecturers and teaching fellows, and give graduate students the chance to share their research. As well as the Centre for Personalised Medicine, the College hosts two Science, Medicine and Culture projects and the Oxford Comparative Criticism and Translation project. The College website provides more information on these initiatives: www.st-annes.ox.ac.uk/about/research-and-initiatives

Mathematics at St Anne’s

The Mathematics School at St Anne’s comprises four Tutorial Fellows, Two Professorial Fellows and One Stipendiary Lecturer with expertise in a wide range of areas in mathematics. We have a diverse group of undergraduate and graduate students, and try to attract students from the broadest range of backgrounds. We work closely with Computer Science to admit around 13-14 undergraduates per year across Mathematics, Computer Science and joint Schools.

Additional Information can be found at: www.st-annes.ox.ac.uk

Overview of the role

No university post is associated with this Lecturership, which is open equally to men and women. The post holder will be an enthusiastic, self-motivated Stipendiary Lecturer able to undertake up to 3 contact hours of tutorial and/or class teaching per week during the 3 eight week terms of the academic year. Tutorials and classes may be given to St Anne’s first and second year students, as well as classes within the Mathematical Institute for students in later years.

The post holder will be required to teach a range of topics in pure mathematics from the courses in Prelims and Part A of the Mathematics degree. An ability to teach topics in probability is desirable but not essential.

Responsibilities/duties

The Lecturer will be expected to work independently at times but always ultimately in collaboration with the fellows in the School, and, where they exist, any other lecturers, the Graduate Development Scholar and any Junior Research Fellows in the School.

The Lecturer will be expected to:

- provide teaching to undergraduates and Visiting Students (hereafter referred to as ‘students’) in the School for the number of contact hours stipulated in the contract in each week of the full terms (1st Week to 8th Week inclusive) covered by the contract duration. Preparation, setting and marking of written work relating to the teaching will also be required. If you do not fulfil the stipulated number of hours teaching for the College you are expected to teach for other colleges and submit this information through OxCORT requesting payment to be made to the College;
• provide pastoral support to students, liaising with other staff as required;
• supervise final year students preparing their dissertations in appropriate cases (if applicable);
• act as Personal Tutor for some of the students (additional payment per student per term will be paid for this duty, equivalent to an hour per person per term at the single person tutorial rate as stipulated in the Senior Tutors’ Register of Approved Payments);
• assist with the organisation of teaching within the school, ie by acting as Organising Tutor when required;
• mark internal college exams (‘Collections’) at the start of each term and return scripts to students promptly;
• assist students with study skills and revision, as required;
• submit accurate and timely teaching records each term via OxCORT, the Oxford Colleges online reporting system for tuition;
• submit written reports on each student taught, using OxCORT, in time for 8th Week report readings, and carry out report readings;
• participate in interviewing of candidates for undergraduate admissions to the College in mid-December as part of the Mathematics and Computer Science interviewing and assessment team;
• attend the College’s Open Days in the summer if these fall within the dates of the contract;
• take an active part in the intellectual life of the College’s academic community.

Selection criteria

• Commitment and ability to teach Pure Mathematics in tutorial and small class contexts.
• A high level of research achievement, commensurate with the candidate’s career stage.
• Ability and willingness to participate in a full range of pedagogic and organisational tasks in the Faculty and College
• Collegiality, good communication skills and sensitivity in dealing effectively with any pastoral matters that may arise
• Ability to prioritise and meet deadlines

How to Apply

Electronic applications only. The following documents should be sent, in Word format, or as a pdf, attached to an email, to Ms Ellen Creaser, Executive Assistant, St Anne’s College: ellen.creaser@st-annes.ox.ac.uk

1) A completed Appointing Committee’s Form

2) A Letter of Application which should specify:
   a) why you wish to be considered for the post
   b) Which subjects in Prelims and Part A of the mathematics course you would be able to teach (see: https://www.maths.ox.ac.uk/members/students/undergraduate-courses/teaching-and-learning/handbooks-synopses

3) Curriculum Vitae
4) Two academic references. Referees should be asked to write (in English please) directly to ellen.creaser@st-annes.ox.ac.uk, without waiting for a request from the College. Your referees must be able to comment on your experience and/or suitability to teach high achieving undergraduates.

5) Candidates are requested to complete the equal opportunities form and return it by post to St Anne’s College, or by email to recruitment@st-annes.ox.ac.uk. These forms are used for monitoring purposes and will not be seen by any member of the selection committee.

Please note

The deadline for receipt of applications, including ALL references, is noon on Friday 1st May 2020. The email subject line should be ‘Pure Mathematics Stipendiary Lectureship’.

It is the candidate’s responsibility to ensure that all of the relevant materials, including references, are submitted by the application deadline. Incomplete applications will be disregarded.

Candidates are advised that an interview will be required. These interviews will take place remotely on Monday 11th May 2020.

Informal enquiries can be made to Professor Dmitry Belyaev (Belyaev@maths.ox.ac.uk) and more general queries about the post and the College should be made, in the first instance, to Ellen Creaser, at ellen.creaser@st-annes.ox.ac.uk.

Right to work in the UK

The appointment will be subject to satisfactory provision of proof of the right to work in the UK. Applicants who would need a work visa if appointed to the post are asked to note that under the UK’s new 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)
(ii) that they have sufficient funds to maintain themselves and any dependants until they receive their first salary payment.

Further information is available at: http://www.ukba.homeoffice.gov.uk/workingintheuk/

Equal Opportunities

The policy and practice of St Anne’s College, University of Oxford, require that entry into employment with the College and progression within employment shall be determined only by personal merit and the application criteria which are related to the duties of each particular post. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or hers gender, age, disability, gender reassignment, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. In all cases, ability to do the job will be the primary consideration.

To view our Privacy statement please see here https://www.st-annes.ox.ac.uk/privacy-policy/
**ST ANNE’S COLLEGE, OXFORD**  
**STIPENDIARY LECTURER IN PURE MATHEMATICS**

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<tr>
<th>Where did you find out about this vacancy?</th>
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<tbody>
<tr>
<td>Title</td>
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<td>Email Address:</td>
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<td>Telephone Number:</td>
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<td>Postal Address:</td>
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<tr>
<td>Current or most recent institution:</td>
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<td>Subject area of research:</td>
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<td>PhD/ D Phil Title:</td>
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<td>Institution:</td>
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<td>Date Started (month/year):</td>
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<td>Date completed (month/year):</td>
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**First Referee**

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<th>Name</th>
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**Second Referee**

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<th>Name</th>
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Are there any restrictions on you taking up employment in the UK i.e. Visa etc?  
(If yes, please provide details)

Please note that it is the responsibility of the applicant to ensure that references are received by the deadline of noon on 1st May 2020 as referees will not be approached by the College. Please do not send more than two referees; additional references will not be considered. Please send all applications and references to ellen.creaser@st-annes.ox.ac.uk