



# TRINITY COLLEGE

## UNIVERSITY of OXFORD

### **Fixed-term, part-time Academic Support and Development Lecturer Further Particulars**

#### **Overview**

Trinity College seeks to appoint an Academic Support and Development Lecturer (ASDL) to work with undergraduate students at the College. The person appointed will design and deliver a series of academic skills workshops to students studying for a wide range of degrees, and will also work one-to-one with students who are referred for additional support by their tutors. In particular, the ASDL will facilitate students' academic transition from school to university, and will also provide support to students at key moments in the academic year, including in the run-up to university exams. They will help to ensure that Trinity offers an inclusive learning environment to students from a wide range of backgrounds. They will work closely with Fellows and Lecturers at the College, and with the Senior Tutor, who has oversight of the College's academic activity.

#### **The College**

Trinity College is one of the 39 self-governing and independent colleges that make up the University of Oxford. The colleges give both academics and students the benefits of belonging to a smaller, interdisciplinary community as well as to a large, internationally-renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

Founded in 1555, Trinity College occupies a green and spacious site in the centre of the City. It currently admits approximately 90 undergraduates and 60 graduate students each year, with around 400 to 450 students enrolled at any one time. The College prides itself on combining the highest academic standards with a particularly friendly sense of community.

#### **The role**

The Academic Support and Development Lecturer will:

- Design and deliver a series of academic development workshops for undergraduate students at Trinity College, focusing in particular on the transition to university for first-year students, and key moments in the academic year where additional support is beneficial for all students, e.g. in the run up to examinations.
- Provide undergraduate students with generic learning and study skills training in areas that may include: academic writing (essays, gobnets, and other forms), reading techniques, note-taking (in lectures and from reading), good academic practice (including the avoidance of plagiarism), planning and prioritizing, referencing, use of libraries, best exploitation of online resources, use of recorded lectures, approaches to scientific problem-sets, deadline

management, revision guidance, examination preparation, online submission of coursework, remote learning, etc.

- Work collaboratively with colleagues in a range of disciplines to reflect discipline-specific differences in method and approach.
- Provide tailored support in academic / study skills for individual students.
- Work with individuals who are returning to study following a period of suspension to assist with re-integration into academic life at Trinity.
- Offer training and support to graduate mentors who work with undergraduate students on subject-specific skills (e.g. language learning, mathematical skills).
- Liaise with tutors and the Senior Tutor to ensure that the academic needs of students with Student Support Plans are met.
- Undertake ongoing training to ensure that their practice is informed by recent research in the fields of academic development/ inclusive pedagogies.

### **Selection criteria**

#### *Essential criteria:*

- A good first degree (first-class or 2.1 BA, BSc or equivalent, or higher, UK or overseas).
- Strong organisational skills and the ability to manage, proactively and reactively, diverse and shifting priorities.
- Experience of working with students to support academic or study skills.
- A demonstrated understanding of and commitment to inclusive pedagogies.
- Evidence of the ability to work cooperatively with academic and administrative staff in the delivery of student support.
- Strong written and oral communication skills including fluent English (written and spoken, although not necessarily as a native speaker).

#### *Desirable criteria:*

- A higher degree (Masters or DPhil/ PhD)
- Experience of working with students from groups currently under-represented in higher education and at Oxford and/or with students transitioning from secondary to higher education.
- Knowledge and understanding of Oxford's [tutorial system](#) and [admissions](#) policies and procedures.
- Familiarity with assistive technologies for learning.

### **Terms and conditions**

£13,756 - £15,471 per annum (actual salary, current rates), based on 0.5FTE of points 23-27 of the national pay spine.

While there will often be a need to support students during vacations (largely online), it is anticipated that the majority of these hours will be delivered during [term](#). Time-management for the role will be agreed with the Senior Tutor.

This is a fixed-term appointment for one year, from 1<sup>st</sup> October 2022 to 30<sup>th</sup> September 2023, in the first instance.

### **Other benefits**

- The person appointed will be a member of the Senior Common Room (SCR).
- The person appointed will be entitled to five lunches and three dinners, free of charge, per week at the Common Table (SCR) during term time and vacation, except when the kitchens are closed.
- There will be a small allowance of £300 per annum to cover expenses related to personal, professional development.
- There is a small entertainment allowance of £200 per annum.

Please note that this post does not carry a housing allowance, and no College accommodation would be available.

### **Right to work**

The appointment will be subject to the provision of proof of the right to work in the UK.

### **How to apply**

Candidates should submit the following documents electronically to the Academic Administrator ([academic.administrator@trinity.ox.ac.uk](mailto:academic.administrator@trinity.ox.ac.uk)):

- A short letter outlining how they believe they meet the selection criteria for the post;
- An academic CV
- The names and email addresses of two referees who should be asked by the candidate to email their references directly to the Academic Administrator. **It is the responsibility of the candidate to ensure that the references arrive by the closing date.**

The closing date for applications is **12 noon (UK time) on Friday 2<sup>nd</sup> September.**

For an informal discussion about this post please contact the Senior Tutor, Dr Rebecca Bullard: [rebecca.bullard@trinity.ox.ac.uk](mailto:rebecca.bullard@trinity.ox.ac.uk).