



Lady Margaret Hall

## **Further Particulars**

### **Study Skills Lecturer(s) (up to 0.5 FTE)**

Lady Margaret Hall, a college of the University of Oxford, was founded in 1879 with a dual passion for learning and for equality, making it possible for the first time for women to study at Oxford. Today, the College continues to draw inspiration from this great foundation vision. It is now a co-educational academic community of about 400 undergraduate and 250 postgraduate students, committed to research and scholarship and to effective, highly personalised teaching and learning for students from all backgrounds.

### **Study Skills at LMH**

Study skills at LMH is positioned in the Wellbeing strand of student support and the lecturer(s) will report to the Head of Wellbeing. We have one lecturer, Dr Ed Sutcliffe (0.5 FTE) continuing in post who supports students in the Humanities and Social Sciences and are seeking to replace our complementary lecturer on the MPLS/ Medical Sciences side. We are flexible about whether this might be one post or sub-divided into two posts. We anticipate that the lecturer or lecturers will work closely together to run and develop study skills provision in the College.

### **The role**

The lecturer(s) will help students with all aspects of study-related skills, including time management, organisation skills, researching, critical thinking, reasoning, presentations, exam preparation, answering the question, revision skills, overcoming obstacles, self-motivation, listening, reading, note-taking, and more. They will offer personal sessions to individual students, and they will also hold group sessions at key stages in a student's career and for groups of students with specific needs. The lecturer(s) will work with the academic tutors in their divisions to work out how best to support students in specific subjects. It is anticipated that students in the sciences will need sessions timetabled in the evenings or weekends due to their full timetables in working hours.

Sessions topics will include: transitioning to Oxford, time management, using the Christmas vacation (for first years mostly); dissertation writing, exam preparation, revision skills, returning to college after a year out for any reason, managing stress before exams. These will predominantly be for undergraduate students (including visiting students), but there is also demand from postgraduates particularly on taught master's courses.

The lecturer(s) are expected to help organise study skills events for offer-holders, attend Open Days and other access events and other sessions as required.

The lecturer(s) will be required to develop their own materials for sessions and to evaluate the latest pedagogical research in the area. We expect the appointees to work

co-operatively with study skills lecturer(s) at other colleges to share best practice. The lecturer(s) will also work co-operatively with the Centre for Teaching and Learning (CTL) and other relevant central university bodies.

The lecturer(s) are expected to fulfil all the necessary administration for study skills, which would include booking sessions, promoting study skills provision, and co-ordinating other study skills provision, where necessary to meet LMH students' needs.

The posts are funded by a generous endowment for 'Academic Wellness' at LMH. The appointee(s) would be expected to engage with any fundraising initiatives, which might include presenting to current and potential donors.

## **The Wellbeing Team**

The study skills provision will be positioned in the 'wellbeing' team within the College, which is led by the Head of Wellbeing, who reports directly to the Principal. The Head of Wellbeing line manages the study skills lecturers, though the Study Skills lecturers maintain a high level of independence within their job-share relationship, working together to drive forward the broader wellbeing agenda though their focus on academic and study skills support.

## **Relationships:**

1. **Reporting to:** Head of Wellbeing
2. **Working with:** Senior Tutor, Tutor for Graduates, Director of Visiting Students, Personal Tutors

## **Person Specification**

The postholder will be an excellent tutor of study skills, with the ability to support all students within the University of Oxford.

### *Essential*

- A good standard of education including a doctorate, or nearing completion of a doctorate.
- Excellent interpersonal skills, with good listening skills.
- Knowledge of current research on teaching study skills, and experience in teaching study skills.
- An understanding of the demands of the University of Oxford and common student issues.
- Team player with the flexibility to work co-operatively both within the College and with external partners.
- Good organisation, administrative and IT skills necessary for the supporting administration of study skills in LMH.
- Fluent spoken and written English and a professional email manner

### *Desirable*

- Experience of tutorial teaching in the University of Oxford or a similar institution.
- Flexibility with working hours to include evenings and/or weekends

## Terms and Conditions

The salary will be £14,881 - £16,674 *per annum* (depending on experience, subject to cost of living increase) on the stipendiary lecturer scale for 6 contact hours, which is considered to be 50% FTE for pension purposes (or *pro rata* for fewer hours). The hours are 18.75 per week. We will also consider applications from those able to offer a smaller numbers of hours.

The post will start from 1<sup>st</sup> September 2023 or as soon as possible thereafter.

Benefits of working for the College include *pro rata* 36 days holiday (including bank holidays), Annual leave must be taken outside term time. The post is pensionable with USS for which you will be automatically enrolled.

You are entitled to one free meal a day whilst on duty and when the kitchens are open. When the kitchens are closed a meal allowance will be paid in lieu.

You will be eligible for election to the Senior Common Room, membership of which carries a small subscription fee.

Applicants must be eligible to work in the UK.

To apply for this position, please send a CV, Cover Letter and equal opportunities monitoring form to [academic-recruitment@lmh.ox.ac.uk](mailto:academic-recruitment@lmh.ox.ac.uk), or post to the HR Office, LMH, Norham Gardens, Oxford, OX2 6QA by **noon on Wednesday 16<sup>th</sup> August 2023**. We anticipate that interviews will take place on **Wednesday 23<sup>rd</sup> August 2023**.

A principal aim of LMH's Equal Opportunities Policy is to ensure that in the recruitment, selection, training, appraisal, development and promotion of employees, the only consideration must be that the individual best meets, or is likely to meet, the requirements of the programme or course or post.

Lady Margaret Hall is committed to provide a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from prejudice, intimidation and all forms of harassment, including bullying. We seek to ensure that no-one suffers, either directly or indirectly, as a result of discrimination.

Lady Margaret Hall has a range of family-friendly policies.

Issued by the HR Office  
July 2023