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| **University of St Andrews**  **School of Classics**  **Associate Lecturer (Education Focused) in Roman Archaeology and History – AOAC1965XXAS**  **Further Particulars for Applicants** |

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| **School of Classics** |

St Andrews is the third oldest university in the English-speaking world. It has long been a centre of excellence in Classics. The School has a distinguished record of both research and teaching and belongs to a Faculty of Arts with an outstanding reputation (Arts and Humanities at St Andrews have been placed in the top 40 in the *Times Higher Education* world university rankings for the past seven years; and the School of Classics was ranked 14th in the world for Classics and Ancient History, and 3rd in the UK, in the 2018 QS World University Rankings). We maintain a high-achieving environment in which postgraduates enjoy tuition from a world-class team of classicists and in which undergraduate teaching at all levels is informed by staff research.

The School of Classics is home to a diverse, international group of teachers and researchers, and actively supports the research, teaching and career development of all its members. We support family-friendly working practice and flexible working arrangements.  We have international connections with many leading universities and are currently pursuing further connections in doctoral programmes with universities in Europe.

All staff of the School have rooms in an attractive double building (Swallowgate/Craigard) near the centre of the Arts Faculty area (including St Salvator's quadrangle, the University Library, and the Arts Building). The building also contains seminar rooms, secretarial offices, a Class Library, and shared postgraduate rooms. The Head of School, currently Professor Jason König, has overall responsibility for academic, financial and administrative matters within the School. He is assisted by the Directors of Teaching, Research and Postgraduates, and by other members of the Management Committee. A Staff Council meets regularly and plays a key role in the running of the School: all members of staff, permanent and temporary, academic and secretarial, attend.

**Postgraduate teaching**

The School has a growing number of postgraduate students from the UK, Europe and North America. Currently there are approximately 30 students studying for a PhD in the School, as well as a thriving MLitt. programme. Our postgraduates form a vigorous and essential part of our academic community. As well as participating in the School research seminar, and in our conference programme, they have an informal weekly seminar of their own. Joint postgraduate activities take place with the Classics departments of Edinburgh and Glasgow. There is a range of Faculty and School Scholarships; graduates can also apply for financial help to attend meetings or conduct research outside St Andrews. The person appointed will participate in the teaching of postgraduate students, including the supervision of research students, and will be expected to take a leading role in maintaining and expanding this side of the School’s work, especially through recruitment and supervision at PhD level.

**Undergraduate Teaching**

The University of St Andrews has a modular course structure, taught over a two-semester year. Students combine modules to follow pathways through programmes in Ancient History, Ancient History and Archaeology, Classical Studies, Greek and Latin (the last two combined in the Classics degree). Each programme may be the basis for a degree but many students take modules with us as part of joint degrees. The St Andrews degree requires students to take three subjects each semester for the first two years (subhonours). All Ancient History and Classical Studies modules are taught in translation. The School is committed to teaching modules in Greek and Latin and encourages students on all programmes to learn new languages while they are here. The School encourages innovative teaching: financial support is available within the university to promote this. Members of the School have succeeded in winning grants from the HEA Subject Centre and other sources. The School has won several awards within the university's Teaching Awards scheme, instituted in 2010.

The successful candidate will be capable of delivering outstanding teaching at all levels of our undergraduate programme, including both small tutorials and large lectures, and will also be involved in assessing and examining. Modules at subhonours level are team-taught in a combination of lectures and tutorials. In addition to a beginners' language stream (taught by the School's Senior Language Teaching Officer) Greek and Latin modules involve a blend of literature and language work. The School’s subhonours modules in Classical Studies cover cultural and literary topics including democracy, myth, poetry, philosophy, visual art, and social values. The School’s four Ancient History subhonours modules deal with a wide range of political, military, social, environmental and archaeological topics, both Greek and Roman. At Honours level, modules are based on research-led teaching in thematic and period-based subjects.

**Equality and Diversity**

The University is committed to equality for all, demonstrated through our working on diversity awards (ECU Athena SWAN/Race Charters; Carer Positive; LGBT Charter; and Stonewall). More details can be found at <http://www.st-andrews.ac.uk/hr/edi/diversityawards/>. Applications are particularly welcome from women, who are under-represented in Arts posts at the University.

The School of Classics comprises an internationally diverse community of staff and students. We have an active Equality and Diversity committee. Much of the committee’s work currently focuses on the action plan from our Athena Swan Bronze Submission (November 2018). That involves among other things revision of our curriculum, especially at subhonours level, so that it reflects more clearly the diversity of ancient Mediterranean culture.

The School supports flexible working patterns to enable parents and carers to further their career: roughly 20% of our current academic staff have formal flexible-working arrangements written into their contracts. We welcome applications from candidates who have had recent career breaks or other non-linear career paths (we invite you to describe any such circumstances in your covering letter); also from candidates who are interested in part-time working or in job shares.

**The job description for this role is attached below.**

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| **Job Description** |

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| Job Title: Associate Lecturer (Education Focused) in Roman Archaeology and History  School/Unit: School of Classics  Reporting to: Head of School  Job Family: Academic (Teaching)  Fixed Term: 1 September 2019 until 31 August 2022 | Working Hours: Full time/36.25 hours per week  Grade/Salary Range: Grade 6/£33,199 - £39,609 *per annum, pro rata*  Reference No: AOAC1965XXAS  Start Date: 2 September 2019, or as soon as possible thereafter |

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| **Main Purpose of Role** |

To strengthen the School of Classics’ record of excellence in the provision of excellent teaching, outreach and impact by:

* Engaging in outstanding teaching of undergraduate and taught postgraduate students in seminars and lectures, as well as supervision of MLitt and fourth-year UG dissertations..
* Undertaking a programme of outreach activities as part of the School’s commitment to positive engagement in the wider community.
* Contributing to the effective administration and management of the School’s activities.

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| **Key Duties and Responsibilities** |

1. Deliver lectures, seminars and tutorials to subhonours and honours students in ancient history and archaeology, including specialist modules at honours level related to your own research interests.
2. Devise and assess coursework and examinations for undergraduate and postgraduate classes and provide feedback to students.
3. Supervise and examine MLitt and fourth-year UG dissertations and projects in your specialist area.
4. Contribute to the development of a new second-year interdisciplinary archaeology module, under the guidance of senior members of the School.
5. Teach on the School’s core third-year archaeology module, AA 3020, and contribute to the redesign of that module by introducing new the hands-on skills elements (e.g., survey/pottery drawing/photography/reading pottery & making pottery).
6. Contribute to the development of a new module which includes a field trip to Rome, equivalent to our current module that involves the students travelling to Greece.
7. Contribute to the School’s impact, public engagement and schools liaison projects, under the guidance of senior members of staff.
8. Undertake administrative roles and management functions as required by the Head of School.
9. Participate in committees and working groups within the School, the Faculty and the University as required.
10. Play an active role in building inter-disciplinary links across and outwith the University.
11. Contribute to the development of a programme of summer schools in future years, under the guidance of senior members of staff.

*Please note that this job description is not exhaustive, and the role holder may be required to undertake other relevant duties commensurate with the grading of the post. Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve*.

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| **Person Specification** |

This section details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of this post.

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| **Attributes** | **Essential** | **Desirable** | **Means of Assessment**  (i.e. application form, interview, test, presentation etc) |
| Education & Qualifications  (*technical, professional, academic qualifications and training required)* | Good honours degree and a PhD in Archaeology/Ancient History or a closely related discipline no later than 1 September 2019 |  | Application/ Certificates |
| Experience & Knowledge  (*examples of specific experience and knowledge sought*) | Specialised knowledge in one or more areas of Roman Archaeology and History.  Evidence of potential for high-quality, inspirational academic teaching at undergraduate level, in one or more areas of Roman Archaeology and History.  Commitment to developing innovative and effective approaches to future teaching | Experience of postgraduate teaching.  Experience of module design at undergraduate level.  Some knowledge of issues and challenges facing universities in such areas as curriculum design, course assessment, quality assurance, enhanced student experience etc.  Track record of impact and public engagement activities, and evidence of commitment to the dissemination of research/teaching to constituencies/stakeholders beyond the academy. | Application/ Presentation/Interview  Application/ Presentation/Interview  Application/ Presentation/Interview  Presentation/Interview |
| Competencies & Skills  (*e.g. effective communication skills, initiative, flexibility, leadership etc*) | Effective communicator (orally and in writing).  Collegiality/willingness to work in a collaborative environment.  Administrative and IT skills appropriate for efficient and effective delivery of teaching, supervision and research. | Evidence of aptitude and effectiveness in departmental/institutional administrative tasks. | Interview/Presentation  Interview/Application/ References |

**Essential Criteria** – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short listing stage.

**Desirable Criteria** – requirements which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential requirements.

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| **Other Information** |

We encourage applicants to apply online at [www.vacancies.st-andrews.ac.uk/welcome.aspx](http://www.vacancies.st-andrews.ac.uk/welcome.aspx), however if you are unable to do this, please call +44 (0)1334 462571 for a paper application form.

For all applications, please quote ref: AOAC1965XXAS

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The University is committed to equality of opportunity.

The University of St Andrews is a charity registered in Scotland (No SC013532).

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| **Academic Review Period for New Starts** |

The University operates a review period of 4 years for all academic appointments. Detailed objectives for Research, Teaching and Service, covering a period up to 4 years, specific to the individual, taking account of the stage of their career at appointment and reasonable expectations for the relevant academic discipline, including workload management, will be agreed with the individual at the time an appointment is offered. The agreement will normally cover:

* Publications Strategy
* Engagement (including public and outreach)
* Grant applications
* Teaching

The review period is intended to be supportive and encouraging and the University will look for evidence of sustained high quality performance throughout. Details of the scheme can be found on the Human Resources website at:

<http://www.st-andrews.ac.uk/staff/policy/hr/AcademicReviewforNewStartsAllAcademicStaff/>

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| **Obligations as an Employee** |

You have a duty to carry out your work in a safe manner in order not to endanger yourself or anyone else by your acts or omissions.

You are required to comply with the University health and safety policy as it relates to your work activities, and to take appropriate action in case of an emergency.

You are required to undertake the Information Security Essentials computer-based training course and adhere to its principles alongside related University Policy and Regulations.

You are responsible for applying the University’s equality and diversity policies and principles in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own area of work/activities.

You should be adaptable to change, and be willing to acquire new skills and knowledge as applicable to the needs of the role.

You may, with reasonable notice, be required to work within other Schools/Units within the University of St Andrews.

You have the responsibility to engage with the University’s commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

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| **The University & Town** |

Founded in the early 15th century, St Andrews is Scotland’s first university and the third oldest in the English speaking world.

Situated on the east coast of Scotland and framed by countryside, beaches and cliffs, the town of St Andrews was once the centre of the nation’s political and religious life.

Today it is known around the world as the ‘Home of Golf’ and a vibrant academic town with a distinctively cosmopolitan feel where students and university staff account for more than 40% of the local population.

The University of St Andrews is a diverse and international community of over 11,000, comprising students and staff of over 120 nationalities. It has 8,800 students, just over 7,000 of them undergraduates, and employs approximately 2,540 staff - made up of c. 1,190 in the academic job families and c 1,350 in the non-academic job families.

St Andrews has approximately 50,000 living graduates. In the last 90 years, the University has conferred around 1000 honorary degrees; notable recipients include Benjamin Franklin, Rudyard Kipling, Alexander Fleming, Iris Murdoch, James Black, Elizabeth Blackadder, Tim Berners-Lee and Hillary Clinton.

The University is one of Europe’s most research intensive seats of learning. It is the top rated university in Scotland for teaching quality and student satisfaction. In the Research Excellence Framework (REF) 2014 the University was ranked top in Scotland for quality of research output and one of the UK’s top 20 research universities.

St Andrews is consistently held to be one of the United Kingdom’s top ten universities in university league tables compiled by The Times and The Sunday Times, The Guardian and The Complete University Guide. The University has eight times been named the top multi-faculty university in the UK in the National Student Survey – a direct reflection of the quality of teaching, assessment and facilities. In international and world rankings St Andrews scores highly for teaching quality, research, international outlook and citations. It is established as a World Top 100 institution in annual rankings produced by QS and Times Higher Education.

Its international reputation for delivering high quality teaching and research and student satisfaction make it one of the most sought after destinations for prospective students from the UK, Europe and overseas. In 2015 the University received on average 12 applications per place. St Andrews has highly challenging academic entry requirements to attract only the most academically potent students in the Arts, Sciences, Medicine and Divinity.

The University is closely integrated with the town. The Main Library, many academic Schools and Service Units are located centrally, while the growth in research-active sciences and medicine has been accommodated at the North Haugh on the western edge of St Andrews.

As the University enters its seventh century, it is delivering a varied programme of strategic investment, including the refurbishment of its Main Library and a major investment in its collections, the opening of a research library, the development of a major arts centre and a Music Centre, the refurbishment of the Students’ Union, the provision of 900 additional students beds, the relocation of professional services to purpose built accommodation and the development of a wind-farm and green energy centre to offset energy costs.