

Foundation Year Teaching Associate (English Literature)

Student Admissions and Access

Closing date: Sunday 18 May 2025

Job Reference: AT45710



Foundation Year Teaching Associate

Salary:

£35,116—£45,413 (Grade 7, pro rata)

Contract:

Fixed Term for 24 months

Location:

Central Cambridge

Department:

Foundation Year, Student Admissions and Access, Education Services

Responsible to:

Foundation Year Course Director

Working pattern:

Part-time (0.5 FTE)

Role overview

This role involves teaching on the University of Cambridge's Foundation Year Programme. This is a multi-disciplinary course in the Arts, Humanities and Social Sciences.

The role holder will join an established team of teaching staff supporting Foundation Year students. **We are keen to appoint someone with an English Literature background (see p. 5)**

The role holder will play an active role in delivering teaching and contributing to course improvements. They will co-convene Papers and contribute to examining as appropriate for the course.

The successful candidate will be encouraged to explore pedagogy related to university transition and educational disadvantage, undertake relevant training and connect with the wider academic community at Cambridge.

Key responsibilities

- Plan, prepare and deliver lectures, seminars and classes for the students on the relevant programmes, including lecture material and handouts. Develop session content in response to changes in the programme or from student feedback, modify course material following research.
- Set examination papers. Mark and assess course work, including undergraduate theses, write constructive essay feedback and thesis reports, provide appropriate feedback to students on assessed work/-
- Participate in examinations, including Examiners' meetings and where relevant, oral or practical examinations. Provide references for students.



Key responsibilities (continued)

- Participate in departmental meetings, outreach/open days, and undertake some administrative duties, as commensurate with the grade of the role. Liaise with other subject teachers within the department as required so that there is co-ordination of effort
- Provide general and academic guidance to students including pastoral care and advice on transition to HE and subject choice for further study, with more in-depth issues referred to College Tutors in the first instance.
- Primary responsibility for teaching and examining up to three papers in Foundation Year (if full-time, pro-rata or co-convening for part-time).
- To contribute to the virtual learning environment sites associated with the course, and to develop other forms of online support and resources, as required.
- May undertake supervision by a College in addition to his/her University duties.

About the Foundation Year

The Cambridge Foundation Year is an exciting initiative to provide a pre-undergraduate pathway for students from backgrounds of educational disadvantage. This route is designed to help students realise their academic potential through a full-time, residential programme that is fully embedded in the Collegiate University. As such, the role holder will play a vital part in promoting access to Cambridge.

The course is open to those ordinarily resident in the UK and applicants must meet eligibility criteria related to educational disadvantage. The Foundation Year team are responsible for all aspects of the course implementation and delivery. They work closely with many other parts of the University and Colleges.

The Cambridge Foundation Year is designed to bridge the gap between A Level or other Level 3 achievement and Cambridge degree study for students with the potential to achieve the standard for admission to Cambridge, but who, as a result of educational disadvantage or disruption, do not have the level of attainment or access to qualifications required for entry to a Cambridge course. Find out more here:

www.foundationyear.cam.ac.uk

Person specification

Essential Desirable

Experience

Some experience of successfully developing and delivering teaching at university level, including both lectures and seminars or smaller group work.

✓

Understanding of foundation level provision, skills for transition to HE and educational challenges faced by students from a background of relative educational disadvantage

✓

Experience of administration in an academic environment and willingness to proactively undertake administrative duties

✓

Experience of teaching diverse groups from non-traditional backgrounds

✓

Skills

Excellent interpersonal and communication skills to explain concepts and complex information to non-experts

✓

Develop and encourage the commitment to learn in others and to present material to a range of audiences.

✓

Ability to provide pastoral assistance to students

✓

Proven specialist academic interest in the a relevant subject

✓

Demonstrable advanced knowledge of teaching of a particular subject involving a critical understanding of relevant theory and/or principles.

✓

Ability to teach widely across arts and humanities / social sciences and develop teaching materials and programmes (in person or virtually, as appropriate)

✓

Willing to take a leading and reflective role in foundation-level teaching

✓

Qualifications

Educated to degree level, normally with a PhD in a relevant subject area, or equivalent demonstrable experience

✓

Further information

We are keen to appoint someone who is able to bolster our capacity to deliver papers which have proved especially popular. As this is a maternity cover position, we are keen to secure someone who with teaching experience in English Literature.

The successful candidate could expect to co-convene the following:

- Paper 2 | Poetry and Generation Windrush (Working with Textual Sources);
- Paper 5 | Romanticism, Revolutions and the search for the Sublime (Working with Textual Sources);

In addition, they would be expected to contribute to either Paper 4 | Exploring the Religions of South Asia (Working with Textual Sources) or Paper 7 | 'Something magical, something sublime': an interdisciplinary approach to King's College Chapel (Working with Material Sources), and contribute to Academic Literacies workshops.

The ability to adapt to new course content and teach with some degree of disciplinary flexibility is expected. These Papers include teaching via supervisions, lectures and seminars.

Further information about the course specification is available here:

www.foundationyear.cam.ac.uk/qjp



Terms of appointment

Tenure and probation

The appointments will be made on a fixed-term basis for a period of two years. Appointments will be subject to satisfactory completion of a probationary period.

Working Pattern

The role is offered on a part-time basis (0.5 FTE).

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a hybrid pension scheme. If you are already a member of the NHS Pension scheme, you may be eligible to continue in the scheme and should contact the Pensions section of the University: www.pensions.admin.cam.ac.uk/.

Annual leave

Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For part-time employees, annual leave will be pro rata'd based on days worked.

College membership

Membership of a College adds an important social and many of the University's academic community find attractive. Appointment to a College fellowship is a separate matter from a University appointment. Most colleges expect their fellows to take part in undergraduate supervision and College administration, for which the College provides modest remuneration additional to University salary.

Many academic staff will be invited to join a College as a teaching fellow, but it is not compulsory for academic staff to be a member of a College. The Head of Institution or senior

colleagues can offer more advice.

Residence

It is a requirement of the role that you are resident in the University during term-time. Further information can be found here: <https://www.admin.cam.ac.uk/univ/so/2019/chapter11-section1.html#indexterm-d358e257>

General information

Pre-employment checks

Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make will be conditional upon you gaining it.

Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

Terms of appointment

Equality and Diversity

We particularly encourage women and /or candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-represented at this level within our University.

Information if you have a disability

The University welcomes applications from individuals with disabilities.

We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time. If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator, who is responsible for recruitment to this position.

The University

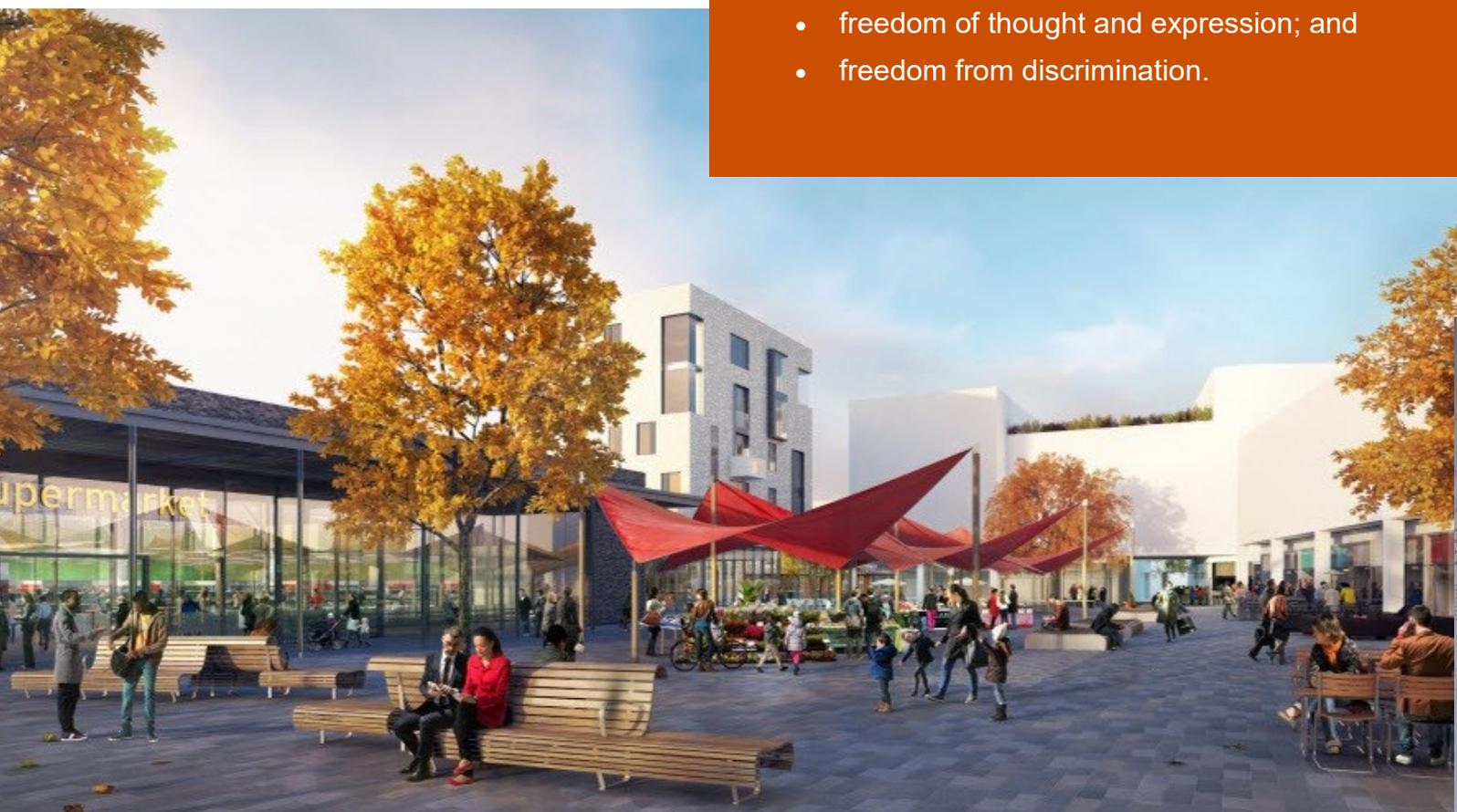
The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of first-class teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



About us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances At the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the [Visit Cambridge](#) website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>



What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.



CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay and emergency family care support via My Family Care.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Office of Postdoctoral Affairs supports the postdoctoral community within Cambridge. Further details are available here: <https://www.opda.cam.ac.uk/>

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the [Cambridge Science Festival](#) and [Cambridge Festival of Ideas](#), as well as [Open Cambridge](#) weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview.

Informal enquiries are welcomed and should be directed to:
Dr Alex Pryce (Foundation Year Course Director)
alex.pryce@admin.cam.ac.uk

The closing date for applications is Sunday 18 May 2025

Interviews will be held on Friday 6 June or Monday 9 June 2025



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CAMBRIDGE