



WOLFSON COLLEGE

Wolfson College is one of the 31 Colleges in the University of Cambridge and provides an academic environment for 900 students aged 21 or above, 300 senior members, 200 Fellows, 50 academic visitors and 100 staff. Full information about the College is available at www.wolfson.cam.ac.uk

VACANCY: COLLEGE TEACHING OFFICER IN LAW

Summary

Applications are invited for a five-year fixed-term College Teaching Officer (CTO) post in Law, from 1 September 2012. The successful candidate will be expected to direct studies in Law and teach at least one, but preferably two, Foundation Law subjects as well as a more specialised subject. The College Teaching Officer is also expected to undertake research in his or her field, and to have such research published.

Terms and conditions

Salary: The appointment will be made at a point in the range from point 38 to point 42 on the University scale (currently £26,629 to £29,972), depending on experience and qualifications. Automatic annual increments will be made on the anniversary of the appointment up to a ceiling of point 42.

There is an additional stipend as Director of Studies in Law, based on the number of undergraduate Law students, currently £1300. Unlike the main CTO role, this stipend is non-pensionable.

Benefits: Membership of the USS pension scheme (www.uss.co.uk)
25 days' holiday per year, plus public holidays
An office within the College
Meals on duty
Free parking
Research expenses allowance of £600

Other: The appointment is for five years, non-renewable, with a nine-month probationary period. There is no sabbatical leave. The CTO will be elected to an Official Fellowship at Wolfson College for the length of their appointment. The CTO reports to the Senior Tutor.

To apply

Applications should be sent to the Senior Tutor, Dr Jane McLarty, by 12 noon on Monday 30 January 2012. Applications should include a full curriculum vitae and a statement of not more than 600 words summarising the applicant's teaching experience and their present and future research. Candidates should also arrange for two confidential references to be sent to Dr McLarty by the same deadline. The contact details for Dr McLarty are:

Address: Wolfson College, Cambridge CB3 9BB
Telephone: 01223 335924
Email: senior-tutor@wolfson.cam.ac.uk

Interviews will be held in mid-February 2012.

Law at the University of Cambridge

For information about the Law Faculty, and to find out more about the Undergraduate Law Tripos, visit <http://www.law.cam.ac.uk>

For further information on the College role in teaching at Cambridge, including the supervision system, visit <http://www.cam.ac.uk/univ/learning/collegerole.html>

Law at Wolfson College

Wolfson has a longstanding special connection with the Law Faculty. Sir David Williams, the Faculty's Rouse Ball Professor of English Law from 1983 to 1992, was President of the College from 1980 to 1992. Our previous College Teaching Officer, Jennifer Davis, was Herchel Smith College Lecturer in Intellectual Property Law, a position held in conjunction with the Law Faculty. The importance of the subject for us is reflected in the size of the student body: we have at present 12 undergraduate students across the three years; 14 students for the LLM (who will be under the care of a separate Director of Studies); and 9 PhD students in Law. There is an active College Law Society which arranges interesting events, including inviting speakers from the judiciary and academia. As with Wolfson College members more generally, our Law students come from a variety of countries and often have varied experiences in non-law related fields of study and work. One of the special features of Cambridge and the College system in particular is that College Teaching Officers have an opportunity to meet their students on a more informal basis, and in the past CTOs have arranged welcoming parties for incoming and graduating students, as well as helped to organise the Law Society speakers and the dinners which follow. Wolfson's graduate students add to the interesting and international mix of lawyers studying at Wolfson, who on leaving often maintain valuable and rewarding connections both with their fellow students, but also with their Director of Studies.

The role of College Teaching Officer

The duties of the person appointed will consist of supervising undergraduate members of Wolfson College and, through exchange arrangements, of other Colleges who are studying the Law Tripos. The teaching requirement is for 12 hours of supervisions per week during the academic year (240 hours over 20 teaching weeks: 8 weeks in each of the Michaelmas and Lent terms, and 4 weeks in the Easter term). The College Teaching Officer is expected to teach at least one, but preferably two Foundation Law subjects as well as a more specialised subject.

The College Teaching Officer is also expected to undertake research in his or her field, and to have such research published.

The role of the Director of Studies

The College Teaching Officer will also act as Director of Studies in Law. There is an additional stipend of £100 plus £100 per undergraduate student per year for this role. These rates are currently being reviewed and are likely to increase in 2012-13.

The duties of the Director of Studies (DoS) are set out below.

1. Admissions

The DoS will assist the Undergraduate Admissions Tutor with the admissions process by:

- examining the applications of all candidates in their subject and advising the Admissions Tutor which candidates should be invited for interview;
- setting and marking entrance papers where used;
- making recommendations to the Admissions Tutor concerning who should receive offers and what conditions are to be set;

- advising the Admissions Tutor on which candidates are to be pooled or to be admitted from the Winter Pool;
- participating as appropriate in the relevant subject moderation procedures during the two weeks after the end of Michaelmas Full Term.

2. Freshers

The DoS will organise induction for new students by:

- providing where appropriate introductory material (e.g. reading lists) in advance of students' arrival;
- meeting new students at the beginning of the year to explain the teaching system in detail;
- advising new students on learning procedures;
- helping them to make subject choices at the beginning and end of their year of study.

The DoS will advise all students in their subject on University courses, facilities and examinations, arrange supervisions and monitor students' progress by:

- arranging supervisions for College teaching, and checking that appropriate arrangements are in place in those cases where it has been agreed that supervisions will be centrally organised;
- meeting them at the beginning and end of each Term to discuss their academic progress, including monitoring progress from supervision reports;
- warning students if they are neglecting their studies;
- liaising with tutors where students appear to have problems;
- noting and, where appropriate, acting on feedback from students on supervisors;
- checking examination entries;
- organising College examinations where appropriate;
- writing references as requested by students;
- being available to advise students on any matter related to the subject, particularly if the student is in difficulty.

3. Supervisors

The DoS will appoint supervisors and monitor the standard of both College organised supervisions and those which are Faculty based by:

- appointing supervisors and specifying hours of teaching;
- ensuring that supervisors discuss a student's problems with the Director of Studies as soon as they arise;
- providing appropriate feedback to supervisors, e.g. from College teaching questionnaires and on the results achieved by those they have supervised.