Teaching Opportunities in the Department of Engineering Science

Attention Post-Graduate Students and Post-Doctoral Researchers

The department is offering Teaching Assistantship opportunities to post-graduates and post-doctoral members of the department for the third- and fourth-year undergraduate specialist option papers.

The teaching primarily involves small class tutorial teaching, in groups of four, in a similar mode to college tutorial teaching. The tutor would need to receive the work from students in advance, mark the work using supplied solutions, hold a one-hour tutorial for each group of students, and provide reports to colleges on the work undertaken by the students. Organisation of the tutorials lies with the tutor, who must arrange for a time and place mutually convenient with the students.

Training for the tutorials will be offered, and the course lecturers will provide briefings on the tutorial sheets as required. Lecture notes and sample solutions will be made available through the Canvas platform.

The work-load for each tutor will be allocated according to the status of the tutor (e.g., post-graduate student or member of research staff) and will be compatible with their research, visa, and/or employment obligations. Each individual tutor would teach up to four groups of undergraduates per term, completing all four of the tutorial sheets for an individual option paper with each group (i.e., 16 contact hours). There are likely to be variations around this model depending on the topic, demand, and availability of tutors. For third-year papers, tutors will also be asked to set and mark collections (mock exams) and/or deliver a revision class before the exams in June.

For each paper, a Lead Tutor will be appointed from among the successful applicants. The Lead Tutor will be responsible for coordinating the other tutors and, for third-year papers, organising the setting and marking of the collection papers in Trinity term. This will usually be someone who taught during the previous year. They will also be a point of contact for new tutors with paper specific queries and may be asked to help with the training of new tutors.

The rate of pay is currently £18.98 per hour. For each tutorial contact hour, a further two hours of preparation can be claimed to reflect the work involved in delivering high-quality tutorials. These additional hours are intended to account for the administrative work involved in scheduling the tutorials and in preparing end-of-term reports, as well as the preparatory work required to understand the basic subject material and to mark the work. Work relating to revision classes in Trinity term will paid at the same rate. Those taking the Lead Tutor role will be able to claim for an extra two hours per term (more may be available for highly subscribed papers if agreed in advance with the Director of Third/Fourth Year Studies).

A detailed syllabus for the different option papers can be found accompanying this advert. The tutorials typically follow the lectures by one or two weeks, with one tutorial sheet being related to four lectures of material. The tutorials will be given in Michaelmas, Hilary, and (at the start of) Trinity terms. Revision classes are given during the middle weeks of Trinity term.

To apply, please complete the application form that can be accessed at the following link:

Application Form

In this form, you will need to write a short covering statement and provide some additional information, including the name of your supervisor. Your supervisor will be contacted for a

brief reference, so it is important that you receive prior approval from them to apply for a teaching role. You will also need to upload the following documents:

- an up-to-date CV (2 pages maximum);
- a scan of your right-to-work document (e.g., passport and/or visa).

All applications must be submitted by 17:00 on Friday 23 August.

Shortlisted candidates may be contacted for a brief interview, and decisions will be made before the end of September.

Applicants should note that no prior teaching experience is necessary, but a willingness to engage with undergraduates will be essential, as will evidence of the ability to teach at a level that is appropriate for undergraduates at Oxford. Those who have carried out teaching in previous years are required to re-apply.

Applicants are reminded that, if successful, they must work within the parameters of any visa or existing employment, research contract, or studentship contract.

A condition of this opportunity will be that you must have the appropriate right to work in the UK. Prior to starting the role, you will need to provide original documentation that is acceptable for the purposes of establishing your right to work in the UK. Note that this will be separate (but may be the same) to the document you will have uploaded with the application form. You will find information about proving your right to work to an employer at the following link:

https://www.gov.uk/prove-right-to-work

Postdocs that undertake teaching must do so with the permission of their supervisor and in addition to their main research role. They will be limited to 10 hours of teaching activities per week, which are in addition to their expected research time. Note that postdocs will only be able to hold a tutor role while having a contract of employment with the department.

All Tier 4 students will be required to sign a declaration of their working hours (including other outside work). Tier 4 students are also reminded that a visa in an expired passport is not sufficient to prove right to work. Any student in receipt of a bursary must ensure that this work is compatible with the conditions of their bursary before undertaking any teaching activities. Students must not work more than 20 hours per week.

I will be happy to address any queries that people have regarding this teaching scheme by email (director-3ys@eng.ox.ac.uk).

Justin Coon
Director of Third Year Studies

Aidong Yang
Director of Fourth Year Studies

June 2024