

## Job Description and Selection Criteria

<b>Post</b>	<b>Professorship of Education</b>
<b>Faculty</b>	<b>Department of Education</b>
<b>Division</b>	<b>Social Sciences</b>
<b>College</b>	<b>Green Templeton College</b>

### Overview of the post

The University of Oxford intends to appoint a Professor of Education with effect from 1 October 2012 or as soon as possible thereafter. The post is based in the Department of Education and the successful candidate will be offered a non-stipendiary fellowship of Green Templeton College.

The University is seeking to appoint a scholar with a background in a discipline related to education, and with an outstanding record of research and international reputation within one or more of the following broad areas: curriculum, educational studies, teaching, teacher education and educational leadership. The appointee will be expected to maintain a programme of personal research, undertake research degree supervision and contribute to the department's masters programmes.

This vacancy arises owing to the retirement of Professor John Furlong. Professor Furlong was also appointed as Director of the Department of Education in 2003. He vacated the Directorship at the end of 2010 and was succeeded as Director by Professor Anne Edwards. The post of Director of the Department of Education is a historically important position in the world of education. Leadership of the Department therefore provides an opportunity to contribute to the future shaping of the field in England. The position of Director is supported by a small executive group with delegated responsibilities.. It is envisaged that the appointee to the chair would be asked to take up Directorship of the Department from January 2013 for five years in the first instance.

The Oxford Department of Education, uniquely in the UK, sustains the highest of standards in both its initial teacher education and its research. As well as consistently achieving the highest grades in Ofsted inspections, it was placed joint first in the *THES* Education ranking in the 2008 RAE, entered all eligible staff and was ranked first overall in the quality of its 'outputs'. These high standards have been achieved through strong intellectual leadership across the Department that values the importance of research to all aspects of the Department's teaching. Over the last decade the Department has both broadened and deepened its research activities. Its research overheads are now a significant element of its income and its strong financial position means it is able to make strategic investments in staffing.

The Professorship is associated with a fellowship at Green Templeton College. Green Templeton College came into existence in October 2008 as Oxford's newest college; it is the result of a merger between two graduate colleges, Green and Templeton. Its students, all of them postgraduate, and Fellows unite around an interest in human welfare and development in today's society, with a concentration on medical and life sciences, management studies, social policy, education, criminology, environmental science, and related social science disciplines. Green Templeton College is located in the fine, mainly 18th century, buildings of the Radcliffe Observatory on Woodstock Road just north of the town centre and only a few minutes from the Department of Education.

Queries about the post should be addressed to the current Director of the Department, Professor Anne Edwards at [anne.edwards@education.ox.ac.uk](mailto:anne.edwards@education.ox.ac.uk) or telephone: +44 (0) 1865 611001. All enquiries will be treated in strict confidence; they will not form part of the selection decision.

## **Duties of the post**

The Professor of Education will be a member of both the University and the College community. He or she will be part of a lively and intellectually stimulating research community which performs to the highest international levels in research and publications and will have access to the excellent research facilities which Oxford offers. He or she will have a role to play in the running of the College as a member and trustee of its Governing Body.

The main duties of the Professor are :

- (a) to maintain and develop his or her own research programme including, for example, securing external funding;
- (b) to contribute to the tuition and development of the Department's masters programmes and supervision of DPhil students; and
- (c) to contribute to academic leadership in the Department.

The position of Director involves:

giving a strategic lead to developments across the Department and representing its interests at divisional, university and national levels.

## **Person specification**

Applications will be judged only against the criteria which are set out below. Applicants should make sure that their application shows very clearly how they believe that their skills and experience meet these criteria.

Oxford is committed to fairness, consistency and transparency in selection decisions, and unsuccessful applicants may request feedback against the published selection criteria for the specific post. (We are, however, unable to provide general advice about the suitability of applicants' CVs for future vacancies in Oxford or elsewhere.) Chairs of selection committees (known as electoral boards) will be aware of the principles of equality of opportunity and fair selection and there will be a member of each gender wherever possible.

## Selection Criteria

The ideal candidate **must** be able to demonstrate:

- an outstanding international reputation for high quality research in education, with a particular strength in research in at least one of the following broad fields: curriculum, educational studies, teaching, teacher education and educational leadership;
- an outstanding and international record of publication in educational research;
- a strong track record in attracting and managing externally funded research;
- proven experience of academic leadership including an interest in the financial aspects of academic leadership;
- the ability to work effectively and collegially as part of a team and with external partners such as schools or other agencies;
- teaching excellence at the graduate level;
- experience of university governance and management.

## How to apply

There is no application form. Applications must include:

- your full contact details including email and full postal addresses, and a telephone number
- a covering letter or statement explaining how you meet the criteria set out above
- a full CV and publications list
- an indication of where you first heard about this post
- the names and contact details (postal and e-mail addresses and telephone number) of precisely **three** referees.

You should contact all three of your referees before applying, to ensure they are aware of your application and of the requirements for the post, and to ensure that they would be content to write a reference for you for this post, if they were asked to do so.

The University will assume that it is free to approach your referees at any stage unless your application specifies otherwise. Therefore if you would prefer a referee or referees to be approached only with your specific permission or if you would prefer them to be approached only if you are being called for interview on the final short list, then you must state this in your application, alongside the details of the relevant referee(s). You should provide the names and full contact details of three referees even if you do not wish them to be contacted yet. If you are shortlisted but only Oxford references are available for you, you will be asked at a later stage to provide the name of an additional referee outside Oxford.

Applications should be sent by email to Dr Gwen Booth, Personnel Officer, Senior Appointments at [professorships@admin.ox.ac.uk](mailto:professorships@admin.ox.ac.uk).

The deadline for applications is **Monday 5 December 2011**.

Should you have any queries about how to apply, please contact Mrs Elaine Eastgate at [professorships@admin.ox.ac.uk](mailto:professorships@admin.ox.ac.uk) or telephone: +44 (0) 1865 280189.

The full membership of the board of electors will be published in the University Gazette (<http://www.ox.ac.uk/gazette/>) when it is finalised. All applications will be acknowledged after receipt and will be considered by the board of electors as soon as possible after the closing date. The board is free to search for other candidates at this or any subsequent stage in its proceedings. All shortlisted candidates will be interviewed and will be asked to give a short presentation to the electors as part of the interview. The board's decision will be communicated as soon as possible after the interview but in some cases there may be a delay while deliberations are ongoing.

# Essential Information for Applicants for the Professorship of Education

## The University

The University of Oxford aims to sustain excellence in every area of its teaching and research, and to maintain and develop its position as a leader amongst world-class universities. Placing an equally high value on research and on teaching, the colleges, departments and faculties of Oxford aspire both to lead the international research agenda and to offer a unique and exceptional education to our undergraduate and graduate students.

Oxford's self-governing community of scholars includes university professors, readers, and lecturers, college tutors, senior and junior research fellows and over 2,500 other university research staff. The University aims to provide facilities and support for colleagues to pursue innovative research and outstanding teaching, by responding to developments in the intellectual environment and society at large, and by forging close links with the wider academic world, the professions, industry and commerce. The Strategic Plan, detailing strategy for the period 2008-12, can be found at <http://www.admin.ox.ac.uk/prs/planningcycle/stratplan.shtml>.

Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues, from deciphering ancient texts and inscriptions using modern scientific and computational methods developed in Oxford, through to global health, climate change, ageing, energy and the effects on our world of rapid technological change.

Oxford seeks to admit undergraduate students with the intellectual potential to benefit fully from the college tutorial system and small group learning to which Oxford is deeply committed. Meeting in small groups with their tutor, undergraduates are exposed to rigorous scholarly challenge and learn to develop their critical thinking, their ability to articulate their views with clarity, and their personal and intellectual confidence. They receive a high level of personal attention from leading academics.

Oxford has a strong postgraduate student body which now numbers about 7,000, well over a third of them full-time students. Postgraduates are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world's greatest libraries, the Bodleian.

For more information please visit [www.ox.ac.uk](http://www.ox.ac.uk).

## The Social Sciences Division

Social Sciences is one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority; and responsibility for providing a broad strategic focus across its constituent disciplines. Thirteen departments, one faculty, and three cross-divisional research units come under the aegis of the division which spans the full range of social science disciplines with links into the humanities and physical sciences (including Law, Management, Economics, Politics and International Relations, Sociology, Social Policy and intervention, Area Studies, Development Studies, Education, Anthropology, Archaeology, Geography, Public Policy). There are over 700 academic staff, 2,700 graduate students (postgraduate taught and postgraduate research), and 1,900 undergraduates working and studying in the division.

The division is established as a world-leading centre for research in the social sciences and regularly sits at the highest levels of international league tables of one form or another. It is the largest grouping of social science disciplines in the UK and it is also home to several of Oxford's most widely recognised teaching programmes, such as PPE, the BCL, the MPhil in International Relations, in Economics, and in Development Studies, and the nationally regarded PGCE. We believe that excellence in teaching and research is synergistic and remain committed to sustaining and developing the high quality of our activities in both these areas. Our departments are committed to research which develops a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses.

For more information please visit: <http://www.socsci.ox.ac.uk/>

## The Department of Education

The Department of Education has major strengths in both teaching and research through which it contributes nationally and internationally to the development of policy and practice in all phases of education. It has about 68 full-time and part-time teaching and research staff (full time equivalent), and around 385 full-time equivalent students.

**Research.** The Department has an excellent research profile: in the 2008 RAE it was first equal in the *Times Higher* rank ordering of research quality in Education, with its RAE research outputs placed the highest overall in Education. A wide range of funded research projects are based in the Department and many of these projects have a major impact on national policy. Research in the Department is organised around three broad themes: (i) Learning: Affect, Behaviour, Cognition; (ii) Learning: Policy and Society; (iii) Learning: Teaching and Professional Practice. Each Theme consists of a number of research groups or Centres. All academic and research staff are attached to one or more research groups and research students are expected to be active in the groups. The research groups provide a forum in which members discuss research ideas and papers in progress, obtain critical commentary on current projects, and plan new studies with colleagues. They also host academic visitors and run their own seminar programmes. The Department also sponsors regular cross-cutting seminars and lectures which attract distinguished national and international speakers. The Department therefore offers a lively environment dedicated to advancing research in Education.

**Teaching.** The Department has a strong higher degree programme of full and part-time Master's courses and a doctoral programme which is recognised for national studentships by the ESRC. There are three full-time Master's degrees within the Department and one part-time Master's degree for serving teachers. The full-time degrees are the MSc Applied Linguistics and Second Language Acquisition (ALSLA), the MSc Education (with four specialist routes in Child Development and Education, Comparative and International Education, Higher Education, and Learning and Technology), and the MSc in Educational Research Methodology (ERM). However, the MSc ALSLA and the MSc ERM also accept a small number of part-time students. The new two or three year part-time MSc in Learning and Teaching for serving teachers which began in 2009 has been designed as a part-time course with web-based support. In 2010, the Department launched the part-time Post Graduate Diploma in Teaching English Language in University Settings for lecturers teaching English within higher education institutions internationally. The Department is now one of the three largest centres in the UK for full-time postgraduate study in the field of education, with 74 (plus part-time) postgraduate taught students and 80 (plus part-time) postgraduate research students in years 1-4, in 2010, while the part-time MSc programme for teachers recruited 27 students in its first year and a further 57 in its second.

The Department's secondary PGCE course has an international reputation for the quality of its work; in the recent Ofsted inspection conducted in February 2011 it was awarded the highest grades in all categories. The course is a one-year teacher training programme for 187 graduates and is undertaken in close partnership with local secondary schools. The curriculum areas covered in the programme are: English, geography, history, mathematics, modern foreign languages, science (biology, chemistry and physics) and religious education.

**General.** In comparison with some institutions, the Department is not large. Currently staff numbers, including fixed-term contract research and research centre staff, stand at 68.54 FTE. The Department is housed in three attractive Victorian buildings and has its own excellent library; the University provides access to over 100 other libraries across Oxford including the Bodleian. The Department prides itself on being a friendly and supportive place to work and study. What distinguishes it is its strong commitment to excellence and to working in collaboration with others in the educational community for the improvement of learning wherever it takes place. The Department has very strong links with its local schools and is well supported by the University – both within the Social Sciences Division and centrally. It also has some key strategic links with other departments in the Social Sciences Division and with specific colleges, particularly the postgraduate colleges.

Further information about the Department is available at: [www.education.ox.ac.uk/](http://www.education.ox.ac.uk/).

## **Green Templeton College**

The successful applicant will be elected to a Fellowship of Green Templeton College for a period which will run concurrently with the University appointment.

Green Templeton College is located in the fine, mainly 18th century, buildings of the Radcliffe Observatory on Woodstock Road just north of the town centre and only a few minutes from the Department of Education.

Green Templeton College came into existence in October 2008 as Oxford's newest college. It is the result of a merger between two graduate colleges, Green and Templeton. Green College was established in 1979 and named after its principal benefactors, Dr Cecil Green (a founder of Texas Instruments) and his wife Dr Ida Green. Templeton College was originally the Oxford Centre for Management Studies which in 1983 received a major endowment from Sir John Templeton and was renamed.

The College community is overseen by a Governing Body of some 65 Fellows. and has over 500 students, all of them postgraduate.

The College has historical commitment to medical training and research, to social science (including education) and to business and management but also has a broader range of interests. Its students and Fellows unite around an interest in human welfare and development in today's society, with a concentration on medical and life sciences, management studies, social policy, education, criminology, environmental science, and related social science disciplines. The College therefore attracts students, researchers and Fellows in these fields in a context which encourages interdisciplinarity through the cross-pollination of thinking and ideas. In short, the college provides an outstanding environment for the Professor of Education.

With the exception of Officers of the College, none of the Fellows receive financial reward from the College. They do, however, enjoy the national and international prestige of Fellowship of an Oxford College and access to the social, cultural, sporting and academic

facilities and activities of the College and full rights to common table. The latter includes lunches and regular dinners. All Fellows are expected to take part in the life of the College. This includes attendance at Governing Body meetings, a willingness to act as College Advisor to 5-6 postgraduate students of the College and a readiness to serve on College committees.

More information about the college may be found at: <http://www.gtc.ox.ac.uk/about-gtc>

# Standard Terms and Conditions

## *Standard duties*

(i) to lecture, or hold classes, in at least two of the three university terms and to give at least thirty-six lectures or classes in all and not less than twelve in each of two terms; and

(ii) to undertake research and original work and the general supervision of research and advanced work in your subject and department, and to assist students in their studies by advice or informal instruction.

It is expected that professors will generally participate in the business and affairs of the relevant faculty or department.

## *Salary, benefits and pension*

The salary of the person appointed will be determined by the Vice-Chancellor, after appropriate consultation. In addition the professor will be eligible for consideration, in regular reviews, for one of a number of additional salary awards which may be made in recognition of outstanding academic distinction and/or contribution to the academic work of the University (e.g. in leadership in, or in the development of, some field of study).

The salaries of professors at Oxford are generally above the average of those in other leading UK universities.

An additional pensionable allowance will be payable in respect of any period during which the professor is Head of Department/Faculty Board Chairman. (Any allowance payable for a period of less than three years will not, however, be pensionable.)

Eligible staff may join the Universities Superannuation Scheme. Details are available on the website at <http://www.admin.ox.ac.uk/finance/pensions/uss/>.

## *Length of appointment*

The professorship is tenable until retirement. The University is considering proposals to adopt the 30 September preceding the 68th birthday as the normal retirement date for academic staff and to have procedures, which may be amended from time to time, for considering requests to work beyond that date.

## *Sabbatical leave and outside commitments*

All professors may apply for sabbatical leave to allow them to focus on their research. In general, one term of leave is available for each six terms worked. This leave may either be taken as one term of leave after 6 terms of service, or accumulated and taken as one year of leave after 6 years of service.

Professors may also spend up to 30 working days in each year on projects outside their employment duties, such as consultancy, spin-out activity and membership of research councils and other bodies. There is no limit to the amount of money which staff may earn from these activities. Full details are available on the university website at <http://www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/>. Guidance on ownership of intellectual property (<http://www.admin.ox.ac.uk/statutes/regulations/182-052.shtml>) and managing conflicts of interest (<http://www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/>) is also available on the university website.

### *Residence*

Professors are required to reside within the University (i.e. within twenty-five miles of Carfax, the central point of Oxford) during at least six months in each academic year, between 1 October and 1 August, and in particular during not less than six weeks of each term.

### *Relocation expenses*

Subject to HMRC regulations and the availability of funding, a relocation allowance may be available. Further details are available on the website at <http://www.admin.ox.ac.uk/finance/expenses/relocationscheme/>.

### *Family support*

The University has generous maternity and adoption leave arrangements, and also offers support leave to fathers and partners. Additional paternity leave of up to 26 weeks (for children born or placed for adoption after 3 April 2011) is available where parents decide to share the 52 week maternity leave entitlement. Details are available on the website at <http://www.admin.ox.ac.uk/personnel/during/family/>.

All staff are eligible to apply to use the University nurseries (although there is a long waiting list for nursery places), and the full range of tax and National Insurance savings scheme is in operation. Details are available on the University's childcare website at <http://www.admin.ox.ac.uk/eop/childcare/>.

The University will try to accommodate flexible working patterns as far as possible and there is considerable flexibility in the organisation of duties. More information on family support and flexible working policies is available on the website at <http://www.admin.ox.ac.uk/personnel/during/family/>.

### *Facilities and services*

The University has a range of facilities and benefits for its staff; more details are available on the website at <http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/>.

The University Disability Office provides support to staff and students with a disability and may be contacted through its website at <http://www.admin.ox.ac.uk/eop/disab/>.

### *Equality of opportunity*

The policy and practice of the University of Oxford require that all staff are offered equal opportunities within employment. Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

### *Medical questionnaire and the right to work in the UK*

The appointment will be subject to the satisfactory completion of a medical questionnaire and the provision of proof of the right to work in the UK.

Applicants who would need a work visa if appointed to the post are asked to note that they may need to enter the UK under the Tier 1 (Exceptional talent) category of the UK's points-based system. Further information is available at:

<http://www.ind.homeoffice.gov.uk/workingintheuk/tier1/exceptional-talent/>.

### *Special arrangements*

Oxford welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they require any particular arrangements to make the interview more convenient and effective for them.

### *Data Protection*

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy (available on the website at <http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml>).