**Job Description**

**Job Title:** College Teaching Officer in Law  
**Post holder:**

**Reporting To:** Senior Tutor

---

**Main Purpose of Role/Overview:**  
To undertake 12 hours teaching per week in full term to include supervising Lucy Cavendish undergraduates where possible and to supervise for other Colleges in exchange for supervisions for Lucy Cavendish in areas outside area of own expertise. To act as Director of Studies for all students in Law (see below) and to promote your subject within the College and outside and for purposes of outreach and admissions. To undertake some teaching within the relevant faculty as requested provided that this is compatible with the commitment to the College. To engage in independent research in own specialist field. The expectation is that the research would be of an appropriate calibre to be included in the REF. As a Fellow of the College the College Teaching Officer in Law is a trustee of the College and is expected to contribute to and participate in the daily life of the College and pursue its interests.

---

**Main Responsibilities & Duties:**

**College Teaching Officer**

1. To undertake 12 hours teaching per week to include supervising Lucy Cavendish undergraduates where possible and to supervise for other Colleges in exchange for supervisions for Lucy Cavendish in areas outside area of own expertise.
2. To engage in independent research in her own specialist field

**Admissions candidates**

*Assist the Admissions Tutor with the admissions process by:*  
3. Attending Open Days and answering queries from potential applicants  
4. Recommending other interviewers (in collaboration with the tutorial office ensure that they have undertaken appropriate training)

---

**Standards of Performance/Results:**

1. Positive feedback from students and improved examination results
2. Research is of an appropriate calibre to be included in REF

---

V5 January 2018
5. Liaising with the Admissions Director to select applicants for interview and assessing those selected by setting and marking written tests and by interview in the December and (if relevant) Spring rounds of interviews.

6. Liaising with the Admissions Director to set appropriate conditional offers to those selected, to pool or reject others as necessary and to offer feedback on applications as requested.

7. Being available to assist with the selection of candidates from the Winter Pool in the new year and with the pool interviews in the week before the start of the Lent full term.

8. Writing to all successful candidates with congratulations and details of any helpful preparatory work.

**Freshers**

*Assist in the organisation of induction for new students by:*  
9. Providing introductory material, reading lists etc. in advance of students' arrival along with details of any courses starting before the beginning of full term.

10. Meeting new students at the beginning of the year to explain the teaching system in detail.

11. Advising new students on learning procedures and choice of subjects and recommending and informing of University lectures and classes as relevant.

12. Assisting with Induction weekend if requested.

**All students**

*Advise students on University courses, facilities and examinations, arrange supervisions for undergraduates and monitor students' progress by:*  
13. Meeting all undergraduates at the beginning and end of each Term to advise on a programme of work and to monitor progress. Give feedback from supervisors and release reports to students so they can read them at the end of each term.

14. Liaising with the College Librarian to ensure that stocks of books are kept up to date.

15. Run a law study skills course for all new law undergraduates at the start of each Michaelmas term.

16. Checking and authorizing examination entry forms and organising College examinations where appropriate.

17. Liaising with tutors where students appear to have problems.

18. Informing students of details of examination results.

19. Making recommendations on scholarships and prizes.

Recommendations made to the Admissions Director promptly.

Be in College and available for students during their Induction period.

See all undergraduates at the beginning and end of each term.

Supervision reports released before the end of term.

Ensure students successfully adapt to University study.

All supervisions arranged before the beginning of each term.
| 20. | Advising on possible postgraduate courses |
| 21. | Writing references as requested by past and current students |
| 22. | Being available to advise students on any matter related to the subject, particularly if the student is in difficulty. Being available to any student who is considering a change of subject |
| 23. | Attending freshers’ and graduation dinners with students and graduation of students and subject formal halls |

**Supervisors**

*Appoint supervisors and monitor the standard of College organised supervisions by:*

| 24. | Appointing supervisors and specifying hours of teaching; following Faculty guidelines on number of supervisions and group size |
| 25. | Instructing new supervisors in what is required of them and informing them of teaching courses available (PhD students MUST attend training courses) |
| 26. | Ensuring that supervisors discuss a student's problems with the Director of Studies as soon as they arise; |
| 27. | Informing supervisors of last date for submission of payment claims for each round of payments and authorising payment of supervisors on CamCORS in a timely manner |
| 28. | Inviting supervisors to Subject formal halls where appropriate |

**Research and publication**

| 29. | Pursuing scholarly research within her own field and to keep abreast of developments in research and scholarship in that field |
| 30. | Presenting and publishing results of her research with a view to building up a high quality publication record |
| 31. | Participating in Faculty submissions in the Research Excellence Framework (REF) and, where feasible, publish research at intervals consistent with the requirements for the REF |
| 32. | Participating in activities of national and international organisations, publications and conferences concerned with research and scholarship in her own specialism |
| 33. | Where appropriate and necessary, seek external support for her research and scholarship activities, either individually or in collaboration with others |

**Supervision payments**

*Authorised before final deadline for payment*

**Publication of work**

*Invitation to conferences*

*Applying as necessary for research grants*
Monitoring and training

34. Mentoring would be provided or facilitated by a senior Fellow of the College with similar reach interests. The mentor would be expected to encourage high quality publications and to provide career guidance.

35. The Senior Tutor would be line manager and would meet regularly with the appointed CTOs and carry out regular performance development reviews.

36. The CTO would be expected to undertake appropriate interview training courses and other courses run by CPPD.

37. The CTO should attend any Directors of Studies meetings held in the Law faculty and to keep well informed on course details and Faculty policies and guidelines.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

Scope/size of role (budgets, people, etc):

Significant internal/external relationships:
The CTO will be expected to develop and maintain effective working relationships with:
- Colleagues in her own field of research at home and abroad
- Senior Tutor, Admissions Director, Tutors, Directors of Studies, Tutorial Office and with others across the College
- Colleagues in the Law Faculty
- Director of Studies’ for Law in other Colleges
- Other internal and external contacts

Objectives (as per PDR) or key milestones:

Target/Objective:

Time duration:

Date prepared: 

By whom: 

Agreed by Manager:Agreed by post holder:

Good feedback from Faculty colleagues