



St Edmund's College

University of Cambridge

Job Title	College Teaching Associate in Law
Department	Tutorial
Location	St Edmund's College (owned or occupied buildings)
Reporting to	College Teaching Officer (CTO) in Law
Length of Appointment	Fixed Term Contract, 1 Year
Nature of Post	Part Time, 18.25 hours per week (0.5 FTE equivalent)
Salary Range	£17,664 per annum (£35,327 FTE)

Main Purpose

We seek to appoint an early-career scholar – including doctoral candidates in the last phases of their PhD – with a commitment to teaching excellence. Intended to offer an opportunity to develop a competitive teaching portfolio, the post will be subject to a probation review at 6 months and will be offered initially on a 1-year fixed term contract.

The successful candidate will be eligible for nomination to Bye-Fellowship at St Edmund's, to run conterminously with their employment, and they would be expected to take an active role in the intellectual life of the College.

The successful candidate will be eligible for election as a Bye Fellow of St Edmund's College, to run conterminously with the appointment as part time College Teaching Officer and would be expected to take an active role in the intellectual and community life of the College.

Key duties and responsibilities

- Providing supervisions (small-group teaching of 2-3 undergraduates) – for an average of 4 hours/week (excluding the time required for preparation and marking essays) during the 20 teaching weeks of the academic year
- Becoming one of the College's Director of Studies (DoS) for Law, assisting with the organisation of teaching for a cohort of undergraduate or postgraduate LLM students (to be decided)
- Assessing candidates for admissions in Law during the December and March admissions rounds
- Organising and marking mock papers in the papers supervised
- Participating in the College's outreach activities for prospective students in Law
- Contributing to enrichment activities for current students in Law
- Participating in the intellectual community and social life of the College
- Work with colleagues to share best practise and ensure policies are adhered to
- Ensure the upkeep of the College, report any problems as necessary and help to keep the College litter free
- Suggest and implement new ways of working and ideas, be an advocate for Continuous Improvement
- Adhere to Health and Safety policies and procedures

- Complete ad hoc tasks as required

Person Specification

Essential

- Relevant and recent teaching experience and a commitment to teaching excellence
- Hold, or be in the final phases of, a PhD in Law, or have equivalent experience in legal practice
- Able to offer teaching in Land Law and in another paper
- Preference will be given to candidates who are able to offer teaching in Land Law and in Equity (Law of Trusts)

Further details about undergraduate study in the Faculty of Law is available on the faculty website:

<https://www.ba.law.cam.ac.uk/>.

Desirable

- Experience of working in a collegiate environment
- Experience of teaching and/or working closely with people from a variety of backgrounds and nationalities including mature students
- Desire to become fully part of the college community at St Edmund's including a willingness to co-organise extra-curricular activities and events (such as dinners and moots) for the College's cohort of law students

Skills

- Time management
- Intercultural awareness and sensitivity
- A professional and proactive approach to work