St Hilda’s College invites applications for the Beale Fellowship in Preclinical Medicine from 1 April 2024. The College is seeking to appoint an experienced tutor, who is familiar with the structure of the University of Oxford’s Preclinical Medicine degree, and with the needs of undergraduates reading for it. This is a permanent appointment, tenable from 1 April 2024. There would be an initial period of office of 5 years, with review at the end of the second year, pending permanent appointment as an Official Fellow and Tutorial Fellow.

Applications are invited from existing holders of Departmental or University posts in Medicine at the University of Oxford who hold Associate Professor (non-Tutorial Fellow) posts, or permanent research, or teaching and research posts, at Grade 9 or 10. If the successful candidate is already an Associate Professor (Non-TF), their post will be converted into an Associate Professorship (Tutorial Fellow – University). The College post is co-terminus with the appointee’s University contract.

The Fellow will take joint responsibility for supervising the studies of undergraduates of the College reading Medicine, and will be required to undertake 144 ‘weighted’ hours per annum of tutorial or class teaching of undergraduates on behalf of the College (i.e. the equivalent of six ‘weighted’ hours per week, averaged over the three terms of the academic year). In addition, they will be responsible for a range of administrative duties, as outlined below.

1. The College

St Hilda’s is one of the constituent Colleges of the University of Oxford, founded in 1893. The college has equal numbers of men and women students, and maintains a commitment to equality of opportunity with a diverse community at all levels of students and fellows. The College has an academic staff of over 100 Fellows and Lecturers. There are at present approximately 400 undergraduates and 280 graduate students, who study most of the subjects offered by the University. Spectacularly set in four acres of gardens on the banks of the Cherwell at Magdalen Bridge, the College promotes a thriving culture of research and intellectual engagement. Weekday lunches provide a popular time for Fellows to talk to colleagues in their own and other disciplines. During term-time, College Guest Nights are pleasant occasions to which Fellows may bring guests, and at which they may meet a wide range of interesting people. They may also enjoy the amenities of the Jacqueline du Pré Music Building, and the musical events that take place there, including free term-time concerts organised by the Director of College Music.

The College has a very generous group of alumnae who are donors to development projects within the College. Many of them attend various College Societies and other events, and have funded studentships and similar initiatives for students and the College. Research clusters are supported by the College’s Research Support Scheme which provides seed funding for innovative interdisciplinary research and research events held by Fellows.
The College Library has extensive holdings in the sciences, which boasts seven reading rooms over three floors, with seating for 158 readers. The galleried main reading room, dating from 1935, looks out over the River Cherwell and the ‘dreaming spires’ of central Oxford. The Library also has an unusually large collection of autobiographies, diaries and memoirs, and excellent holdings in both medicine journals and books.

The Principal of St Hilda’s is Professor Dame Sarah Springman CBE FREng. The College has a Vice Principal, and a full-time Senior Tutor, who is also Tutor for Admissions (Undergraduate and Postgraduate). The Tutor for Graduates is responsible for postgraduates already on course, with the help of the College Advisors assigned to each student.

**Medicine and related fields at St Hilda’s College**

The successful candidate will build upon existing strengths in related subjects that St Hilda’s has a long and proud history of developing. Medicine is a successful subject area at St Hilda’s. The appointee will share responsibility for the preclinical medicine students with a second preclinical medicine tutor and the appointee will be ably supported by College Lecturers and external tutors. St Hilda’s admits six undergraduates in Medicine per year, most of whom remain at St Hilda’s for the three years of Clinical Medicine, under the leadership of Dr Catherine Swales (MB BCh MRCP), Fellow in Clinical Medicine at St Hilda’s and also Director of Clinical Studies at Oxford Clinical School. Medicine at St Hilda’s benefits from close ties and shared teaching with the Biomedical Sciences cohort which takes four MBiomedSci students per year under the leadership of Dr Philippa Hulley, Tutorial Fellow in Biomedical Sciences. There are also many graduate students reading for related graduate degrees.

In addition to regular subject events, the College is able to enhance the experience of Medicine students through generous travel grants, excellent library resources, clinical elective funding and other support. Additional material about the College, including the research interests of Fellows and Lecturers, can be found on the St Hilda’s web site: www.st-hildas.ox.ac.uk. For further details about the college side of the post please contact the Senior Tutor, Dr Sarah Norman (sarah.norman@st-hildas.ox.ac.uk). For further details of these Fellows and their research interests, please see http://www.st-hildas.ox.ac.uk/content/academic-staff.

2. **The Duties of the Post**

The Fellow will be required to perform the College duties outlined below:

- to undertake for the College six weighted hours of tuition per week, averaged over the three teams (24 weeks) over the academic year;
- to engage in advanced study and research and to contribute to the intellectual life and academic activities of the College;
- to share with the other Medicine Tutor responsibility for the organisation, oversight and teaching of Medicine at St Hilda’s College, which includes arranging teaching and termly college exams for undergraduate studying Medicine, monitoring students’ progress, and writing termly reports on their work;
- to provide pastoral care for St Hilda’s College undergraduate students reading Medicine;
- to take responsibility, with the other Medicine Tutor, for all student admissions to the subject, which for undergraduates will include interviewing in the December admissions period (training is required and will be provided) and involvement in outreach and recruitment activities including

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1 Most colleges use a system of weighted hours to assess teaching stint. A singleton tutorial has a weighting of 1.00; a paired tutorial has a weighting of 1.25 and a tutorial of three or more students has a weighting of 1.50.
Open Days;
• to participate in the governance of the College, as a Trustee of the College as a Charity, which includes attendance at Governing Body meetings (three per term) and taking an appropriate share in the other committee and administrative work of the College.

The primary teaching needs are:
• 1st BM Part 1 Physiology and Pharmacology;
• 1st BM Part 2 Applied Physiology and Pharmacology;
• Third-year FHS tutorials in the Fellow’s specialism, taken from the 11 available topics. FHS teaching is both for St Hilda’s students and as part of the University wide tutorial matching scheme.
• Revision and assessment of techniques in synoptic reviewing and critical analysis of the scientific literature.

3. Remuneration and Facilities

The salary will be paid on the scale for the college component for Associate Professors (Grade 10a, 30S) £8,519 to £11,439 per annum, depending on experience. As a Beale Fellow of St Hilda’s College, the person appointed will receive the following additional benefits:
• Accommodation allowance: £10,420, per annum (effective August 2023);
• Research and travel allowance: up to £1,800 per annum;
• Student entertainment allowance: up to £400 per annum;
• Entitlement to lunch and dinner in College without charge when the kitchens are open (approx. value £1495 per annum);
• Membership of the Senior Common Room;
• Use of the College gym.

Accommodation may be available within the College for single occupancy. For a non-residential Fellow, a teaching room will be provided in the College free of charge.

4. Selection criteria

Essential
• The holding of a relevant post in Oxford University’s Medical Sciences Division;
• A proven high standard of teaching, with the ability to provide excellent tutorial and small-group teaching to high-achieving undergraduate students in relevant subjects (as described in section 2 above);
• Demonstrable communication and interpersonal skills necessary to undertake pastoral responsibilities,
• Demonstrable time management and organisational skills and the ability to undertake subject administration and duties (as described in section 2 above) and to co-operate in the running of Medicine in the College;
• A willingness to participate in and assist in College affairs and governance;
• A research record of international standing, appropriate to the stage of the candidate’s career, with evidence of (and potential for) producing further distinguished research in Medical Science;
• Commitment to promoting awareness and understanding of equality, diversity, and inclusion, and embedding these principles among staff and students.
Desirable

- A record of research prizes and honours;
- Ability to collaborate with other researchers and to manage staff with empathy;
- Evidence of inclusive leadership through the promotion and endorsement of equality, diversity and inclusion policies, projects, and the active advancement of equality of opportunity.

5. Application procedure

Applications should be sent to the Academic Registrar, St Hilda's College, Oxford OX4 1DY, in hard copy or by email to rebekah.unwin@st-hildas.ox.ac.uk and should include the following documents:

- An application form (to be downloaded from the College website);
- A covering letter;
- A description of teaching experience;
- A curriculum vitae;
- A short summary of current and proposed research (2-3 pages);
- Recruitment monitoring form (optional). This form is used for monitoring purposes only and will not be seen by any member of the selection committee.

Applicants should ask three referees to write directly to the Academic Registrar at rebekah.unwin@st-hildas.ox.ac.uk, and should supply each referee with a copy of these further particulars. The College wishes to take this opportunity to thank in advance those referees who write on behalf of applicants.

The closing date for applications and the last date for receipt of references is 12 noon on Wednesday 20 December 2023. It is the responsibility of each applicant to ensure that their application (including references) arrives in full by the deadline.

As part of the interview, short-listed candidates will be asked to give a presentation of 10 minutes’ duration, on an aspect of Advanced Physiology and Pharmacology, suitable for a second-year undergraduate audience. Further details will be sent to short-listed candidates.

Interviews will be held in January 2024.

All reasonable interview expenses will be reimbursed.

Appointment will be dependent upon having, or gaining, the right to work in the United Kingdom.

St Hilda’s College is an Equal Opportunities Employer.