



## **JOB ROLE: Postgraduate Tutor**

**Pembroke College is currently recruiting Postgraduate Tutors from across the University of Oxford, to support the OxNet Access Initiative in 2023**

### **Overview of OxNet:**

Led by Pembroke College, OxNet is an educational access initiative which works with year 12 pupils from state-schools in West London, the North West & North East of England.

Attainment driven, informed by evidence and unapologetically academic in its focus, OxNet runs five academically-intensive courses. Each course includes participation in a Study Skills Day, a six-week Seminar Series, an Easter Essay Competition, Twilight Talks and our famous August Summer School (otherwise known as Access Week).

The summer school marks the end of the OxNet academic year. Pupils participate in tutorials, attend a college formal dinner, attend lectures, take part in day-trips in Oxford, complete an essay etc. Ultimately, the week is designed to emulate 'a week in the life of an undergraduate'.

For more information about OxNet, please see our website here: [www.oxnet.org](http://www.oxnet.org)

### **Role responsibilities:**

We are looking for postgraduates who can:

1. Deliver a 1-hour online lecture on their subject area, during an evening in May 2023
2. Support 2-3 pupils as a Tutorial Leader during Access Week, which will include:
  - Choosing a tutorial topic
  - Creating a short tutorial presentation, if applicable
  - Creating a reading list to correspond to your tutorial topic, which the pupils will read in advance
  - Delivering a 1-hour tutorial, in-person on Tuesday 1<sup>st</sup> August at Pembroke College
  - Setting an essay question which corresponds to the tutorial topic
  - Marking the pupil's digital essays on Thursday 3<sup>rd</sup> August
  - Delivering a 2<sup>nd</sup> tutorial on Friday 4<sup>th</sup> August, where you offer verbal feedback to the pupils on their essays

**Remuneration:**

Tutors will be paid at the Senior Tutor rate, which is currently **£27.65** per contact hour. This is the standard rate for teaching agreed across the University of Oxford. Please note that this rate has been designed to cover any preparation and follow up work – any preparation time and follow up work will not be paid separately.

**How to Apply**

To apply, please submit a cover statement detailing the following:

- What topic you would like to teach
- Why you would like to be a Postgraduate Tutor for OxNet
- What experience, if any, you have working with young people in a teaching/ mentoring/ leadership role/whether you have ever taught a tutorial or supervision previously (*please note that previous experience is **not** required for this role*)
- Do you have a valid DBS certificate issued in the last 12 months? (*Please note that a DBS check is not required for this role, but we will take details of mentors who have existing checks*)
- Will you require accommodation during the summer school? (*this cannot be guaranteed*)
- Anything else you think we should know in relation to your application

**Further notes:**

- All successful candidates will be required to provide evidence of their right to work in the UK in advance of starting any work
- Candidates in the UK on a Visa must ensure they do not exceed their legal working limit
- All candidates should have a valid national insurance number
- Late applications will not be considered

**Please submit your application by email to Miss Morgan Lewis (OxNet Officer) at: [morgan.lewis@pmb.ox.ac.uk](mailto:morgan.lewis@pmb.ox.ac.uk) before Monday 3<sup>rd</sup> April 2023.**



**We look forward to receiving your application!**