



Job description and selection criteria

Job title	Grocyn Lecturer
Division	Humanities
Department	Faculty of Classics
Location	Ioannou Centre for Classical and Byzantine Studies, 66 St Giles, Oxford
Grade and salary	Grade 08: £49,119 – £58,265 per annum (pro rata)
Hours	1FTE (37.5 hours per week)
Contract type	Permanent
Reporting to	Faculty Board Chair
Vacancy reference	184948
Additional information	The closing date for applications is midday on Friday, 12 June 2026

The role

The Faculty of Classics wishes to appoint to the position of Grocyn Lecturer. This post, which was created to oversee Classical language tuition within the Faculty, was established in 1996 and is funded by generous donations from those who had studied Classics at Oxford in earlier years.

Responsibilities

The successful candidate will be expected to:

- Teach graduates and undergraduates, both beginners and advanced students, to develop and extend grammatical mastery, vocabulary, reading/declaiming, scansion, translation from the language, translation into the language and linguistic analysis of texts as required by the Faculty.
- Carry out 271 hours of Faculty teaching a year.
- Line manage the Senior Lecturer in Greek and Latin.
- Contribute to the development of the language teaching curriculum for Ancient Greek and Latin language;



- Plan lessons and prepare lesson materials;
- Identify learning needs of students and define appropriate learning objectives;
- Provide reports on attendance and progress for tutors on students' work as required, usually via TMS and similar systems;
- Co- Set, mark and grade formative assessments;
- Carry out marking duties for admission language tests and participate in admissions interviews;
- Act as an assessor;
- Set summative assessments and act as an examiner/ assessor, when required;
- Co-set examination papers;
- Coordinate and organise language instruction for Greek and Latin language, including supporting new graduate instructors, participating in training for new instructors and conducting mentoring visits;
- Contribute to outreach activities, including, but not limited to, intensive languages courses, Open Days, pre-sessional and bridging programmes, and UNIQ activities;
- To undertake any other tasks commensurate with the grade, as directed by the line manager or Faculty Board Chair.

Selection criteria

Essential

- A first degree in a relevant subject area.
- Outstanding competence in both ancient languages.
- Proven language teaching skills.
- Language teaching experience.
- Line management experience.

Desirable

- Language teaching qualification.
- Experience of managing the workload of a high functioning team.
- Familiarity and competency with IT and a willingness to work on databases and online materials, such as materials on Canvas etc.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

The University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial

and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford. For more information, please visit www.ox.ac.uk/about/organisation.

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology, as well as the Ruskin School of Drawing and Fine Art. The division has responsibility for over 500 members of academic staff, for over 4,000 undergraduates (more than a third of the total undergraduate population of the University), and for about 1600 postgraduate students.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Library, with its 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, following the recent announcement of the £150 million gift to create the [Stephen A. Schwarzman Centre for the Humanities](#).

The Schwarzman Centre will serve as a dynamic hub dedicated to the Humanities. The building will bring together seven Humanities faculties, the Humanities Divisional Office, a new library and significant cultural and public engagement spaces in a space designed to encourage experiential learning and bold experimentation through cross-disciplinary and collaborative study. The Faculty of Classics will not move to the Schwarzman Centre, but will continue to be based in its current premises at the Ioannou Centre, St Giles, Oxford.

For more information please visit: www.humanities.ox.ac.uk

Faculty of Classics

The Faculty of Classics is the largest department of Classics in the world; it focuses on research and teaching in ancient Greek and Roman culture, civilisation, and history between around 1100 B.C. and

A.D. 600. Particular subjects include the study of the ancient Greek and Latin languages, and of literature and documents composed in either, and the histories, cultures and societies of those who used those languages as a mother-tongue or as a principal mode of discourse. The faculty comprises the two sub-faculties of Greek and Latin Languages and Literature and of Ancient History and Classical Archaeology and currently has about 53 permanent academic post-holders. Faculty members also include researchers employed on fixed-term contracts, and research and teaching staff employed by the colleges.

As in most other Humanities faculties in Oxford, undergraduate teaching in Classics is organised primarily by the colleges, which also manage undergraduate admissions and student welfare. The sub-faculties and the Classics Faculty Board are responsible for devising the syllabus in the relevant areas for undergraduate courses, for appointing examiners, and for providing lectures and classes to complement the college teaching (known as tutorials). The Faculty Board controls the admission and supervision of graduate students through its Graduate Studies Committees. There are currently about 85 graduate students in Classical Languages and Literature, 65 graduate students in Ancient History and about 75 in Classical Archaeology (the latter are admitted through the Graduate Studies Committee of the School of Archaeology) reading for higher degrees (the MLitt and DPhil by thesis, and the MSt and MPhil which are normally a mixture of thesis and taught course).

The faculty is based in the Ioannou Centre for Classical and Byzantine Studies, at 66 St Giles', although many activities are also based in colleges. The Ioannou Centre is home to the faculty office (including the IT Officers), several of its research projects and a number of academic staff, including Byzantine Studies and the Classics language teaching staff. It includes facilities for graduates, and acts as a focal point for staff and graduate students in all aspects of Classical studies. It is open throughout the year, and in addition to providing the space for teaching and research, it plays host to a range of seminars, conferences, school visits, exhibitions and other events. Being in close proximity to the Sackler Library, the Ashmolean Museum, the Faculty of Oriental Studies and the Faculty of Medieval and Modern Languages enhances the opportunities for those working in the faculty.

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

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of **two referees** and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for internal candidates

If you currently work at the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving and information about your performance.
 - although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.
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Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly

hr@classics.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equal Opportunity

The University of Oxford is committed to equal opportunity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, support for [sustainable travel](#) and other discounts. Staff can also access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>.

Employee Assistance Programme

As part of our wellbeing offering staff get free access to a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at <https://staff.admin.ox.ac.uk/thriving-at-oxford>

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

Please see our Life in Oxford webpage for information on relocating to and settling into the Oxford area. The website offers valuable guidance, including information on where to find more details about housing, transportation, finances, healthcare, and other key aspects of living in Oxford and the surrounding region. See [Life in Oxford | Oxford University Jobs](#)

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>