Two appointments:

1. Director of Studies and Lecturer (1.0 FTE),
2. Lecturer (0.5FTE)

In: Christian Ethics; Worship and Human Community; or Church History

Job Profile:

Job Title: Director of Studies and Lecturer (1.0 FTE); Lecturer (0.5 FTE)

Reports to: The Vice Principal

Key relationships: Westcott and Federation teaching staff, accrediting universities

Location: Westcott House, Cambridge

Hours: 1.0 / 0.5 FTE

Term: Permanent

Salary: Lichfield scale (currently £27,240 for a full time post) plus housing or housing allowance (currently £9,600 for a full time post) and pension. All pro-rata for a part time post.

Job Summary:

Westcott House is seeking to make two appointments to its academic staff from 1 September 2022. Applicants are welcome to apply for either or both roles. You will not be disadvantaged in your application for one role by applying at the same time for the other. Applicants are asked to state clearly in their application which role they are applying for or to state a preference if applying for both. Internal candidates will also have the opportunity to apply for the role of Director of Studies, in which case we would seek to make two external appointments of Lecturers at 0.5FTE each.

The Director of Studies coordinates all student academic pathways and has a significant role at every stage of our students’ journeys, from admissions to the completion of their time with us. The post-holder will also oversee international exchanges and programmes. The Director of Studies will also be a Lecturer and a Pastoral Tutor for a group of students.

Lecturers teach students on Durham University (Common Awards) and Cambridge University (BTh) pathways at Westcott House and in the wider Cambridge Theological Federation (CTF), may prospectively teach on Anglia Ruskin University (ARU) Awards offered by the CTF in the future, and contribute to wider teaching as required. Applications are invited from suitably qualified candidates who can offer teaching in any of the following areas – Christian Ethics, Worship and Human Community, and Church History. Opportunities to offer doctoral level supervision may be available for suitably qualified candidates.

Both post-holders will also be Pastoral Tutors for a group of students and contribute to supervision, worship and community activities at Westcott House.
Applications:
The deadline for applications is **12noon on Monday 21 February 2022**. Please send applications to: hr@westcott.cam.ac.uk. Applications should include a full CV, details of 3 referees and a cover letter referencing the job description and person specification. References will be taken up before interview. If you require us to contact you before getting in touch with your referees please state that clearly in your application. The post is open to suitably qualified baptised lay and ordained candidates. All applicants need to demonstrate that they have the right to work in the UK. Westcott House is an equal opportunities employer. Applications from candidates of UKME and global majority heritage are particularly welcome as people from these backgrounds are currently under-represented in the staff team.

Interviews:
Wednesday 9 - Friday 11 March 2022 at Westcott House, Cambridge. Precise timings are likely to depend on teaching area. Those invited to interview will be informed by email by the end of Thursday 24 February 2022.

Background

The vision of Westcott House is to serve, support and release the ministry and mission of the whole people of God through prayerful community and intellectually rigorous, contextually-grounded formation.

Westcott House exists so that the whole people of God may bear faithful witness to God’s love revealed in Jesus Christ, effectively inspire the renewal of the Church, and participate confidently and imaginatively in God’s mission of justice and reconciliation in the world. We seek to prepare people for public ministry who are:

- **Open** to Christ and to those whom they are called to serve, with a hunger to see the Kingdom of God grow through creative partnerships in ministry and mission.

- **Holy** and faithful, rooted in a life of sustaining prayer, nourished by Word and Sacrament, generously open to the breadth of the Church, and passionate to share the Good News.

- **Wise** and instinctive, immersed in the riches of the Christian tradition, adaptive to the complex demands of diverse contexts and unknown futures, and collaborative in ministry and mission.

- **Compassionate** and effective, responsive to the world and its needs in the power of the Holy Spirit.

Westcott House is rooted in an open, generous and sacramental ethos, which shapes our life as a community. This is an exciting time in the life of the House as we work together to open up opportunities to study here to a wider range of lay and ordained leaders and to work creatively with partners in the TEI community and beyond.

We currently have 50 students and are seeking to renew our strategic vision to increase student numbers and offer a greater variety of formational opportunities for people training for ministry and mission. This is likely to lead to changes in the make-up of the student body and in the pattern of delivery of teaching over the coming years.

Westcott House is part of the Cambridge Theological Federation (CTF), an ecumenical collaboration of educational institutes engaged in the formation of Christian leaders. Ordinands take an academic
pathway ordinarily accredited by either Durham University (Common Awards) or by Cambridge University. These academic pathways take place alongside contextual training as part of an integrated formation for ministry. We are currently expanding our offering for independent lay and ordained students, including by joining other CTF institutions in offering MA and Professional Doctorate awards accredited by Anglia Ruskin University.

Job Descriptions

Lecturers contribute to the teaching life of Westcott House and the wider Cambridge Theological Federation (CTF). They also serve as a Pastoral Tutor to a group of students. The Director of Studies acts as a Lecturer and Pastoral Tutor and also coordinates student learning choices and support.

MAIN DUTIES & RESPONSIBILITIES

Director of studies
1. Work closely with the Tutor for Admissions in the admissions process to provide guidance to prospective students and their sponsoring Dioceses in determining the academic pathway most suited to their formational needs.
2. Oversee the processes with Ministry [Division] and Higher Education Institutions for the College’s sponsorship of candidates, both for Durham and Cambridge University awards (including further degrees) and for any variation of approved pathways.
3. Work closely with the Directors of Contextual Training and of Practical Theology and Mission to ensure an appropriate formation programme for each ordinand and lay student;
4. Monitor the academic progress of students and encourage them to take responsibility for their own learning and future ministerial development.
5. Work closely with the Tutor for SPLD to arrange learning support where needed.
6. Oversee and administer exchanges and programmes for overseas study, including acting as the primary contact for partner institutions.
7. Participate in academic oversight groups within the Cambridge Theological Federation or Faculty of Divinity in the University of Cambridge as required.

Director of Studies is one aspect of a full time role and is held in combination with the post of Lecturer. The duties and responsibilities listed below will also apply.

Lecturer:

1. Teach, mark and supervise students on courses in the Durham University (Common Awards) and Cambridge University (BTh) pathways and prospectively on Anglia Ruskin University (ARU) awards up to at least MA level.

In light of our own staffing and the needs of the wider CTF, we are open to applications from candidates able to teach in any of the following areas: Worship and Human Community, Christian Ethics, Church History.

For a suitably qualified appointee, the teaching portfolio could include supervising doctoral students on the ARU DProf. Some teaching will be delivered in collaboration with colleagues in the CTF and the successful applicant will also be appointed as a member of the teaching staff of the CTF.

Initial teaching responsibilities are likely to be:
   a. For an appointment in Christian Ethics:
      TMM2171 Christian Faith and Ethical Living
      TMM3181 Christian Faith and Ethical Living
      TMM41420 Themes in Moral Theology
b. For an appointment in Worship and Human Community
   TMM1537 Introduction to Christian Worship
   TMM44520 Christian Worship and Human Community
   BTh32 Patterns of Christian Worship

c. For an appointment in Church History:
   TMM1131 Introduction to Church History
   TMM2157 Topics in Church History
   TMM41120 Advanced Topic in Church History

2. Take a leading role in shaping Westcott House’s approach to teaching of your subject area in
   the coming years. Develop and implement effective strategies to resource an increasingly
   diverse cohort of Christian ministers through their studies at Westcott.

3. Contribute occasionally as needed to ‘Ministry for Life’, the in-House integrative programme
   for ministry, under the direction of the Director of Practical Theology and Mission.

Pastoral care:

1. Act as a Pastoral Tutor to a group of ordinands, meeting with them weekly as a group
   (currently at 8am on Fridays) and individually at the beginning and end of each term, and
   additionally as required, in order to prepare their Bishop’s Letter assessing their formation.
   Writing their Bishop’s Letters at the end of their interim and final years.

2. Share responsibility with the Principal and other staff for the work and well-being of the House
   as a whole, including joining the weekly Tutors’ Meeting.

Contribution to the wider work of the House:

1. Join other staff members in participating in and leading worship during the week and serving
   as an example of prayerful discipleship. Morning Prayer is at 7:40am and Evening Prayer at
   5:30pm on weekdays, with Community Eucharist replacing Evening Prayer on Thursdays.

2. Participate in the admissions process for new students.

3. Share in the work of safeguarding in Westcott House and in preparing students to integrate
   effective safeguarding practice in their future ministries.

4. Foster good relations with other Federation Houses, and contributing to the well-being,
   running, and teaching of the Cambridge Theological Federation.

5. Contribute to the external relations and public profile of the House, according to expertise
   and capacity, e.g. through academic research or preaching and speaking.

6. Contribute to other aspects of House or Federation life as may from time to time be required.

Person Specification

Essential

Education:

1. Master’s degree in a relevant discipline
Knowledge/Experience/Skills:

1. Demonstrable ability to offer effective teaching in a higher education context to at least Master’s level.

2. A well-thought out vision for high quality teaching, including of cohorts with substantial diversity in age, background and prior learning.

3. An understanding of ministerial formation in the Church of England.

4. Demonstrable ability to relate academic study to grassroots ministry in the Church of England and to inspire enthusiasm for theological learning as a resource for effective ministry.

5. Pastoral sensitivity and experience of offering effective pastoral care and/or mentoring.

6. Effective communication skills as a teacher and in non-academic contexts.

7. Willingness and ability to share in leading Anglican worship.

Personal Attributes:

1. Demonstrable ability to work collaboratively, creatively and enthusiastically with colleagues to deliver the strategy of Westcott House for the effective formation of lay and ordained Christian leaders.

2. Administrative adeptness, including efficiency, attention to detail, and timely completion of tasks.

3. Willingness and capacity to work well with Christians from a range of traditions and backgrounds.

4. An easy, pastoral presence with others and willingness to contribute to the life of the Westcott House community.

5. It has been determined that there is a genuine occupational requirement, (GOR) as defined in Equality Act 2010, Part 1, Schedule 9, for the candidate to be a baptized Christian and sympathetic to the work and ethos of an Anglican theological college in the sacramental tradition.

Desirable

1. Doctoral degree in a relevant area.

2. Evidenced practice of high quality teaching in a Higher Education setting.

3. Experience of supervising students undertaking research degrees.

4. Experience of teaching mature students.

5. An ongoing research profile that will enrich the life of Westcott House and contribute to the public impact of the institution.
These posts are open to ordained and baptized lay applicants from the Anglican Communion and its ecumenical partners. All applicants need to demonstrate that they have the right to work in the UK. Westcott House does not hold Tier 2 visa sponsorship status and we are therefore unable to recruit anyone who does not already hold the relevant work visa. Safer recruitment processes apply.

**Conditions of Service**

1. The anticipated start date is 1 September 2022.

2. Salary is set in accordance with the Lichfield Scale. This is currently £27,240 per annum for a 1.0 FTE. There are free meals in College on working days during term, Monday to Friday. Post-holders would be eligible to join the Church of England non-contributory pension scheme.

3. A two bed flat in the College is available for a full time appointee. Alternatively, and for a part-time appointee, a pro-rata housing allowance will be paid, consistent with the practice in the Diocese of Ely, and currently set at £9,600 per annum for a 1.0 FTE post.

4. Staff members are entitled to six weeks' holiday each year (pro-rata), which should ordinarily be taken in the university vacations. Staff may be required to work on some statutory holidays, particularly when they fall during term, for which time off will be given in lieu.

5. A sabbatical lasting Easter - August inclusive can be applied for once in every five-year period of service (i.e. the Easter term plus freedom from College duties until the beginning of September).