

Job Description

Job title	College Teaching Officer (CTO) in Law
Department	Academic
Reports to (Position Title)	Senior Tutor

This document outlines the output and key accountabilities required of the post holder, as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Background information	
Based at	Gonville and Caius College, Cambridge.
Hours of work	10 hours teaching per week during full term (20 weeks)
Contract type	Full time, fixed term 3 years (with possible extension for a further 1 year)
Knowledge specialism	Specific interest in Family Law, Roman Law, Criminal Law, Law of Tort, advanced private law subjects taught within the Law Tripos

Main Responsibilities	Time / Frequency	
• To teach supervisions (tutorials) for a minimum of two subjects in the Tripos	10 hours weekly	
• Participate in the Admissions process for both undergraduates and graduates	As required	
• Undertake the directing of studies	As required	
• Undertake tutorial duties	As required	
• Attend General Meetings of the Fellows	Termly	
• Attend social functions with students and alumni	As required	
• Participate and contribute to the life and work of the College	As required	
Additional Requirements	Yes	No
DBS check	X	
Training requirements		
Anti-bribery	x	
Bullying and Harassment for Employees	x	
Cyber Security Awareness	x	
Emotional Intelligence	x	
Equality, Diversity & Inclusion	x	
Fire Awareness	x	
GDPR UK Essentials	x	
Health & Safety Essentials	x	
Display Screen Equipment	X	

Person Specification

Job title	College Teaching Officer (CTO) in Law
Department	Academic
Reports to	Senior Tutor

	Criteria	Essential/ Desirable	Assessment Method: A = Application I = Interview T = Test
Qualifications and Training	<ul style="list-style-type: none"> Post-graduate degree in law. 	E	A
	<ul style="list-style-type: none"> Family Law, Roman Law, Criminal Law, Law of Tort, and several advanced private law subjects within the Law Tripos preferable. 	D	A
	<ul style="list-style-type: none"> Keeps informed about thinking and research methodologies in Law by attending and presenting at conferences and by active discussion with other colleagues in the field. 	E	A/I
Knowledge, Skills & Proven abilities	<ul style="list-style-type: none"> Developing a strong record of research publications in the field of Law. 	E	A
	<ul style="list-style-type: none"> Plans for future research and publications in the field of Law. 	E	A/I
	<ul style="list-style-type: none"> Excellent written and oral communication skills in English. 	E	A/I
	<ul style="list-style-type: none"> Experience teaching undergraduates in lectures, seminars and/or small-group teaching. 	E	A/I
	<ul style="list-style-type: none"> Experience of developing effective teaching material for undergraduates. 	D	A/I
	<ul style="list-style-type: none"> Experience in student welfare matters. 	D	A/I
	<ul style="list-style-type: none"> Experience of tutorship 	D	A/I
Behaviours	<ul style="list-style-type: none"> Excellent interpersonal skills, especially an ability to relate well to students. 	E	I
	<ul style="list-style-type: none"> Good organisational skills and ability to work to tight deadlines. 	E	I
	<ul style="list-style-type: none"> Able to maintain confidentiality. 	E	I
	<ul style="list-style-type: none"> Willingness to work flexibly to meet the demands of the role. 	E	A/I

Health and Safety

All individuals must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

[End of document]