

Job title	MML Graduate Ambassador
Division	Humanities
Department	Faculty of Medieval and Modern Languages
Location	41 Wellington Square, Oxford, OX1 2JF
Grade and salary	Grade 6 (£18.43 p/h)
Hours	<i>Approximately 30 hours per annum</i>
Contract type	<i>Casual contract</i>
Reporting to	Schools Liaison & Outreach Officer/Director of Schools Liaison & Outreach

MML Outreach

The Faculty of Medieval and Modern Languages (MML) organises and delivers a range of events and activities for schools, pupils and teachers throughout the academic year in order to achieve our two key aims:

Aim 1: To increase the number of students, and the diversity of the cohort, studying Modern Foreign Languages (MFL) at all educational stages from primary school through to university.

Aim 2: To increase the number of applicants, and the diversity of the cohort, applying to MML degrees at Oxford.

The Faculty's outreach priorities are informed by data on educational inequalities at Oxford and beyond, collaborations with MFL schoolteachers, and feedback from academics, student ambassadors, and other outreach practitioners across the university. We work collaboratively with colleges and other faculties on [events to increase access](#) and to support Oxford University's [Access and Participation Plan](#).

This year, the Faculty is in the process of implementing a new outreach strategy that we hope will go some way to addressing the current barriers to MFL study and to achieving the above aims. In order to increase the efficiency, reach, and accessibility of our activities, we are trialling a 'hub and spoke' model (now called the VOx Programme) where a school or college is chosen in a region to act as a base from which to deliver outreach and schools liaison activities. Under this model, rather than delivering a session to a single cohort of students from a single school or delivering the same session multiple times in a single city or region, the school students travel to a single host school where activities are delivered.

About the Graduate Ambassador role

Under the new strategy mentioned above, MML Graduate Ambassadors are crucial to implementing the 'hub and spoke' model of outreach delivery. Graduate Ambassadors will be expected primarily to contribute to languages sessions in hub schools in target regions by designing and delivering

engaging materials and interactive sessions for secondary pupils of various ages and abilities, which promote languages and showcase aspects of language learning beyond the curriculum. Outbound visits to partner schools are a core part of the VOx Programme, so a commitment and willingness to travel a few times a year is an essential criterion of the Graduate Ambassador role. Overnight stays may be required.

More generally, as part of the Faculty's Schools Liaison & Outreach team, you will have the opportunity to contribute to the Faculty's annual and *ad hoc* outreach work with students at state secondary schools and sixth forms across the UK. This will also involve delivering taster sessions and workshops, both in person in Oxford and in schools, as well as online. Where possible, events and activities will be supported by our Undergraduate Ambassadors who provide invaluable insight into the Oxford/MML student experience.

All work is designed to fit around the successful completion of your graduate research. Please note that some delivery and travel to and from schools may take place outside of normal working hours. All expenses (transport, accommodation, subsistence) incurred through travelling to schools for outreach activities will be covered upfront or reimbursed by the Faculty.

As a Graduate Ambassador, you will have the opportunity to share your understanding of, and enthusiasm for, modern languages. You will be able to disseminate findings from your current research and to develop your pedagogical expertise. As well as offering a chance to inspire the next generation of linguists, the role will allow you to demonstrate and develop your skills as linguists and communicators, enhancing your CV.

Before starting the role, you will be required to complete training that will introduce you to educational inequalities and outreach, inclusive practices, and safeguarding. You will also undergo a Right to Work check as well as an Enhanced DBS check to ensure that you are eligible to work in schools/with young people. Graduate Ambassadors will receive regular email communications with details of outreach opportunities, as well as guidance from staff members.

Responsibilities

- Independently design and deliver high quality and accessible presentations, workshops, and activities for secondary school pupils of various ages and abilities which promote languages and showcase language learning beyond the curriculum in hub schools in target regions.
- Contribute to the Faculty's annual and *ad hoc* outreach events and activities in Oxford, in schools, and online.
- Undertake safeguarding procedures and manage student conduct (referring matters to the Outreach Officer or MFL teachers) involved in the delivery of outreach activities.
- Contribute to collaborative projects and events with colleagues across the university and in partner institutions relating to outreach activities.
- Provide regular feedback to the Schools Liaison & Outreach Officer and Director of Schools Liaison & Outreach relating to activities and pupils/teachers' comments.

- Contribute to the evaluation, development, and dissemination of best practice in MFL outreach by working with the MML Faculty's academic and professional services staff, as well as with colleagues across the university.
- Be an ambassador for the University of Oxford and the Faculty's MML courses.

Selection criteria

Essential

- Studying for a relevant DPhil qualification at the University of Oxford's Faculty of Medieval and Modern Languages (*Please note that preference will be given to those who will be in Oxford for two years or longer*)
- An aptitude for teaching and some experience of teaching/mentoring young people
- An interest in and aptitude for engaging with school pupils and teachers
- Sufficient depth and breadth of knowledge in the subject to develop course materials and workshops
- A passion for language learning and for encouraging pupils to engage meaningfully with languages
- The ability and willingness to travel to schools a few times a year (which may involve overnight stays)
- Commitment to the role and the VOx Programme

Desirable

- Relevant experience and understanding of the Oxford admissions process and related outreach work
- An understanding of and desire to help challenge the structural inequalities at Oxford University and within MFL departments in UK schools

Final details

The deadline for applying to this role is **Wednesday 13th November at midday**. Applications should be submitted via an online form, which can be found [here](#). Shortlisted applicants will be invited to attend a short, informal interview with the Director of Schools Liaison & Outreach and the Schools Liaison & Outreach Officer.

Please get in touch with Nicola Brown at schools.liaison@mod-langs.ac.uk if you have any questions.