### JOB DESCRIPTION

**Job title:** SENIOR TUTOR  
**Place of work:** Christ’s College, Cambridge  
**Responsible to:** The Master as Chair of College Council and Governing Body  
**Key relationships:** Master, Bursar, Director of Admissions, Development Director, Dean (of Discipline), Tutors, Directors of Studies, JCR and MCR Presidents  
**Salary:** c. £65-70k, depending on experience (within Grade 11)  
**Hours:** This is a full-time post, with an expectation that the Senior Tutor duties will take up around 80% of the time averaged over the year, with up to 20% available for the postholder to pursue other remunerated or non-remunerated academic activities (teaching and/or research). A 0.8fte part-time appointment could be available to combine with another up to 0.2fte part-time academic appointment held elsewhere. The postholder would need to show flexibility and give suitable priority to their Senior Tutor duties.  
**Tenure:** This post is offered as a permanent contract, subject to a probation review in the third year which could terminate the appointment, further extend the probation period, or confirm the permanent appointment. Annual appraisals are held with the Master.  
**Holidays:** 36 days annual leave (inclusive of public holidays). Leave is not normally taken during full term. Leave of absence should be sought from the College Council.  
**Pension scheme:** The College offers contributory membership of the Universities Superannuation Scheme (USS).  
**Sabbatical leave:** The postholder would not have a contractual entitlement to periodic Sabbatical Leave, however the College Council will be open to considering a suitably compelling request.  
**Other benefits:** Fellowship of the College. Research-active Fellows are entitled to a research allowance of up to £2,500 pa (subject to conditions). Free use of a set of rooms which serves as a study as well as being available for single residential occupancy (which would attract a tax charge). Seven free meals per week (lunch and/or dinner).  

**Job summary:**  
To be responsible for the College’s education and welfare provision for students.
Key responsibilities

Governance

• Membership of the College Governing Body, ex officio membership of the College Council, Secretary to the Education Committee, membership of various other College committees (e.g. Library, Finance, Trust Funds)

• Represents the College on the University Senior Tutors’ Committee and other appropriate committees and ensures that the College is represented on the Postgraduate Tutors’ Committee.

Education

▪ Advises the Council and Education Committee on Educational Strategy, including advising on student numbers, the balance of the undergraduate population, and areas of teaching need

▪ Oversees the entire range of the College’s teaching activities, including provision of direction of studies and supervisions, ensuring the highest quality of teaching

▪ Appoints College Lecturers (UTOs and CTOs) with the Master and/or Appointments Committee, appoints and line manages Directors of Studies, and recommends to Governing Body the appointment of Teaching Bye-Fellows

▪ Reports to the Council on the quality and effectiveness of teaching, and to Remuneration Committee on delivery of agreed teaching hours

▪ Reports to the Education Committee (and through it to Governing Body) on undergraduate exam performance and award of prizes

▪ Leads the College Library and Archives services; line manages the College Librarian

Tutorial

▪ Oversees the Tutorial system, advises on the appointment and training of Tutors, and provides guidance, training and support to Tutors

▪ Allocates students to individual Tutors

▪ Chairs regular meetings of the Tutors for discussion of tutorial business, and advises on challenging issues referred by Tutors

▪ Leads the College’s Tutorial and Welfare services; line manages the Tutorial Office Manager; ensuring a comprehensive and coherent approach to student well-being

▪ Maintains student records, in compliance with relevant legislation

▪ Advises the Council on policy concerning the award of financial aid to students

▪ Advises the Education Committee on the strategy for undergraduate and postgraduate studentships, in collaboration with the Director of Admissions

▪ Implements the Education Committee’s strategy for allocation and award of studentships, in consultation with the Director of Admissions where relevant (such as undergraduate studentships on admission)

▪ Oversees the award of hardship, travel, and other grants by Tutors, ensuring consistency of approach and overall affordability; ensures optimal use of the College’s Trust Funds
▪ Strategic oversight of the allocation of College student accommodation (the Master oversees Fellows’ accommodation)
▪ Coordinates arrangements for the induction and welcoming of new students
▪ Oversees the administration of the Cambridge Bursary Scheme
▪ When requested by the College, acts as an undergraduate Tutor – this would only be a temporary arrangement, e.g. to provide cover for a Tutor on leave or whilst a student is being re-assigned between Tutors
▪ **The Senior Tutor should expect to be called out in an emergency**

Other duties

▪ Act as the College’s PREVENT lead
▪ Engage with College Development activities
▪ A willingness to be involved in College teaching would be welcome, for which additional payment at the College’s normal rates will apply
▪ All Fellows are expected to take part in interviewing potential candidates for admission and advising the Director of Admissions on relevant applications

General responsibilities

▪ To take part in the College’s appraisal scheme and to undertake training as required
▪ To comply fully with all the College’s policies including health and safety, equality of opportunity and data protection
▪ To undertake any other reasonable request or duties commensurate with this post

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

Support

▪ The Senior Tutor has a 0.5fte Assistant and is further supported by a 4fte tutorial and welfare team led by the Tutorial Office Manager, and by a library and archives team led by the College Librarian
▪ Consideration of additional support options, such as nominating a Finance Tutor, Senior Graduate Tutor, Deputy Senior Tutor, etc. will be left open for exploration by the Appointments Committee at interview – recognising that the successful candidate will wish to have input into any such decisions
▪ The College also provides a mentor (senior member of the Fellowship) as a source of confidential and objective advice and support
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Criteria</th>
<th>The successful candidate will be able to demonstrate many of these criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education/Qualifications</strong></td>
<td>• PhD</td>
</tr>
<tr>
<td><strong>Experience/Skills and Knowledge</strong></td>
<td>• Experience of higher education teaching</td>
</tr>
<tr>
<td></td>
<td>• Experience of administration or management in a higher education context</td>
</tr>
<tr>
<td></td>
<td>• Previous experience working with young people, including on welfare issues</td>
</tr>
<tr>
<td></td>
<td>• Experience of handling complex pastoral situations</td>
</tr>
<tr>
<td><strong>Other skills/attributes</strong></td>
<td>• Strategic and innovative</td>
</tr>
<tr>
<td></td>
<td>• Strong sympathy and interest in academic values and concerns</td>
</tr>
<tr>
<td></td>
<td>• Approachability, emotional intelligence, and empathy to gain the trust and respect of all members of the College community</td>
</tr>
<tr>
<td></td>
<td>• Flexible and responsive</td>
</tr>
<tr>
<td></td>
<td>• Experience of governance (membership of boards/committees, etc)</td>
</tr>
<tr>
<td></td>
<td>• Excellent communication skills including being IT literate</td>
</tr>
<tr>
<td></td>
<td>• Experience of managing budgets</td>
</tr>
<tr>
<td></td>
<td>• Cheerful, positive disposition</td>
</tr>
</tbody>
</table>