Candidate Information Pack
Senior Tutor
Jesus College

Founded in 1496, Jesus College is one of the 31 Colleges in the University of Cambridge. As one of the largest and best-known of the Cambridge Colleges, it has a strong reputation for academic excellence, both national and international. With a strong sense of community and purpose, the College has outstanding provision in music, the arts, and sport alongside other activities. The collegiate University is consistently listed as one of the top five universities in the world. The College is an independent institution comprising a Master, Fellows and Emeritus Fellows, senior members, students and staff. The Master and Fellows constitute the Society (the Fellows’ decision-making and consultative body). The Fellows are primarily engaged in teaching and research at the College and the University in a wide range of subjects. Responsibility for the management of the affairs of the College rests with the College Council, who are also the Charity Trustees. The College community comprises approximately 950 students, 130 Fellows and Emeritus Fellows, and other senior members, alongside a large team of almost 200 staff.

Jesus College is committed to building and supporting a diverse student community. Its Admissions Office (Admissions Tutors, Admissions Coordinator, Schools Liaison Officer) have worked energetically in recent years to raise aspirations and to encourage and support applications to Jesus College (and to the University of Cambridge more widely) from students from the very broadest range of cultural, educational, and social backgrounds. The College’s aspirations, policies, and activities have been laid out in two Outreach and Widening Participation Plans (2017 and 2019). We aim to meet and exceed the recommendations in the University’s Access and Participation Plan (APP): in the two most recent intakes of new students (2020 and 2021) respectively, 80% and 77% of home (UK) students came from state-maintained schools and colleges, and 17% (2020) and 21% (2021) from the areas of the country with the lowest progression to higher education (POLAR4 quintiles 1 and 2). The College is proud of these figures and takes them as a benchmark for further work and progress in the years to come; we believe that academic excellence and integrity flourish in a culture of diversity and accessibility.
The Senior Tutor is a Fellow of the College, responsible to College Council for providing leadership and administration of the College’s educational provision, including admissions, teaching and tutorial matters. Such areas of work include the development and implementation of College policy relating to undergraduate teaching and admissions, and postgraduate admissions and welfare, as well as working with the other Tutors, especially the Admissions Tutors, Graduate Tutors and Welfare Tutors, to promote student welfare and high academic standards.

The Senior Tutor is responsible for co-ordinating strategic planning of all aspects of the College’s educational activities and for presenting recommendations on policy to College Council. For the committees that deal with academic business, the Senior Tutor prepares or assists in the preparation of the agenda, provides papers, including recommendations where appropriate, acts on the recommendations, and monitors and reports on the pattern and deployment of teaching resources in the College.

The Senior Tutor works closely with the Admissions Tutors, who are responsible for overseeing the smooth running of the undergraduate admissions process in College; selection of individual candidates is the responsibility of the Directors of Studies and other Fellows in the various subjects. The Senior Tutor is required to give support to the College’s policy of encouraging access to the College from as wide a constituency as possible. In these functions, the Senior Tutor and Admissions Tutors are supported by the team of staff in the Tutorial Department. The Senior Tutor line-manages the Tutorial Department Manager, who is responsible for the Tutorial department staff.

The Tutorial Office holds records of all current undergraduate and all former students and facilitates their journey from Matriculation through to Graduation and beyond. Areas of responsibility include: financial assistance, exchange programmes, College/University policies, College dinners, examination details (including any special arrangements), exam allowances, change of subjects, analysis of Tripos results, and awarding of prizes and scholarships. In these functions the Senior Tutor is supported by the Senior Tutor’s Secretary and the Tutorial Department Manager. Student financial issues are dealt with by the Financial Tutor, with the support of the Tutorial Department Manager and other Tutorial staff.

The Senior Tutor liaises with Directors of Studies in reviewing the academic progress of undergraduates and, when appropriate, will make recommendations to College Council.

The Senior Tutor is responsible for the general welfare of both undergraduates and postgraduates. Such duties require
personal contact with students, and extend to sensitive and confidential liaison with Welfare Tutors and other individuals with pastoral responsibilities in the College (e.g. the Dean of Chapel, the Dean of College, the College Nurse, and the College Mental Health Nurse), as well as with other members of staff and external agencies. Counselling is provided through nominated individuals by the University Counselling Service (UCS), and the College participates in the UCS College Counselling Scheme.

The Senior Tutor plays a key role in supporting the College's postgraduate community in conjunction with the Graduate Tutors and retains overall responsibility for the academic and pastoral welfare of postgraduate students.

The Senior Tutor is an ex officio member of College Council, convenes the Educational Board, and chairs the Safeguarding and Prevent Committee. They are a member of the following Committees: Access Strategy, Bursarial, Careers, Communications, Development, Equality Diversity and Inclusion, Fellows’ Rooms and Housing, IT, Postgraduate Strategy, Quincentenary Library, Staff, and Student Affairs.

The Senior Tutor takes part, together with the Master and the Fellows, in the social activities that help to maintain good relations with all members of the College community, academic and non-academic. These include alumni and others who assist the College and its future development, who are the immediate responsibility of the Development & Alumni Relations Office. The Senior Tutor is expected to contribute their expertise to the work of the Development & Alumni Relations Office and to attend a cross section of Alumni and Development events. The Senior Tutor is encouraged to attend events relating to current students, e.g. Matriculation, and other social occasions that support the College’s network of relations. Many of these events take place in the evening and sometimes at weekends.

The Senior Tutor is one of the senior College Officers, and works closely with the Master, the Bursar, the President, and the Domestic Bursar to ensure that the College is managed effectively and in support of the College’s charitable objectives – to establish a college within the University for the advancement of education, learning, research and religion. The officers meet regularly during Term, and normally have additional responsibilities during the vacations when the College Council would not usually meet.

The Senior Tutor represents the College on educational matters at an intercollegiate and university level. They are a member of the Senior Tutors’ Committee and are expected to have an active involvement in intercollegiate committees, and university matters where they are relevant to the College.
Administration and policy

1. To work with the Master, Graduate Tutors, Fellows and the Educational Board on matters of educational strategy and policy.

2. To recommend to Council an overall educational policy for the College and implement the agreed policy.

3. To work with the Master, Bursar and other Senior College Officers in the overall management of the College and to determine how the resources of the College can best be employed to achieve its aims.

4. To work closely with the Graduate Tutors on all matters relating to postgraduate students, including housing policy.

5. To oversee the management of the educational budget – this is managed day-to-day by the Tutorial Department Manager.

6. To oversee the management of the Tutorial Department – this is managed day-to-day by the Tutorial Department Manager.

7. To recommend appointments to educational, pastoral and tutorial positions (College Teaching Officers, Graduate Tutors, Admissions Tutors, Welfare Tutors, Financial Tutor, Dean of College, Directors of Studies, Teaching Bye-Fellows) to Council.

8. To work with others (including student representatives) as appropriate in implementing, reviewing and updating policies and procedures relating to education, welfare and student conduct.

9. To serve as a member of the panel that selects College Post-Doctoral Associates annually.

10. To work with the Master and senior College Officers in planning the future development of the College.

11. To work with the Tutorial Department Manager on policy for accommodating undergraduate and postgraduate students.

12. To attend those College committees for which Senior Tutorial input is expected.

Admissions

1. To work with the Admissions Tutors and Graduate Tutors to develop admissions policies to recommend to Council.

2. To work with the Admissions Tutors to attract and admit undergraduate students of the highest ability from all backgrounds.

3. To work with the Admissions Tutors, Admissions Coordinator, Schools Liaison Officer, and Directors of Studies on issues of access and widening participation.

Teaching

1. To run and monitor the supervision system that provides small group teaching for undergraduates.

2. To conduct periodic subject reviews.

3. To advise on the recruitment of new Directors of Studies as necessary.

4. To prepare and present to Council at the start of each academic year a paper setting out anticipated
teaching needs (necessitating the recruitment of new Fellows), to undertake preliminary discussions with potential new Fellows (in accordance with Council policy), to organise Appointments Panels and Committees and to present proposals to Council for the election of new Fellows.

5. To manage the process of identifying and appointing (through Council) Teaching Bye-Fellows.

Assessment

1. To maintain a general level of contact with students, including progress reviews, in order to be able to monitor and support their educational progress.

2. To report on the overall progress of College teaching, and on examination results, to the Educational Board to enable it to review the College’s teaching practices.

3. To advise the Educational Board on the allocation of prizes, in consultation with Directors of Studies and others as appropriate.

Pastoral

1. To work with the Welfare Team and Graduate Tutors to ensure that appropriate pastoral support is provided for students of the College.

2. To conduct individual progress reviews for appropriate groups of undergraduate students and to arrange progress reviews for others.

3. To liaise with the Financial Tutor and others as appropriate in the awarding of hardship funds, grants and bursaries.

4. To liaise with the Dean of College, as necessary, on disciplinary matters.

5. To make applications as appropriate to the University Examination Access & Mitigation Committee.

6. To liaise with the Tutorial Department Manager as appropriate on room allocations.

Ceremonial

1. To oversee the matriculation of undergraduate students.

2. To oversee the admission of scholars and exhibitioners at the Commemoration of Benefactors.

3. To contribute to the ceremonies associated with General Admissions.

Complaints

1. To act as Complaints Officer in accordance with the ‘Informal Procedure’ set out in the September 2019 document Procedure for Dealing with Comments, Suggestions and Complaints from Students.

2. To act as the College’s Point of Contact with the Office to the Independent Adjudicator for Higher Education (OIAHE).
External and other

1. To represent the College on the Senior Tutors’ Committee and associated University Committees and generally to represent the College, where appropriate, on educational matters.

2. To support the Director of Development & Alumni Relations by attending events or meetings as appropriate.

3. To liaise with and support the Praelector as appropriate.

4. To act as the main point of contact in relation to student exchange schemes with other universities.

5. To exercise appropriate leadership in the absence of the Master and Bursar.

6. To liaise with the President on matters concerning the Fellowship.

7. To provide statements in support of applications for promotion by University Teaching Officer Fellows of the College.

8. To act as a point of contact within the College in support of the University’s periodic Research Excellence Framework (REF) submissions.

9. To act as the College’s Lead in fulfilling its obligations under the Prevent legislation.

10. To make regular reports to the meetings of the Society (the Fellows) on Tutorial matters.
Personal qualifications

Essential:

- A strong academic record, involving both teaching and research, able to command the respect of colleagues;
- Experience of administrative or managerial responsibility in an academic institution, and understanding or experience of the requirements of teaching and research in a College context;
- Experience in dealing with committees and an ability to work consultatively within democratic, rather than managerial structures;
- Clear alignment with the aims, objectives, and values of an institution at the top level in higher education;
- An ability to think and contribute strategically to future academic developments;
- Strong leadership and managerial qualities;
- An ability to relate well to students;
- Excellent interpersonal skills, with a sensitivity to different points of view and the ability to achieve consensus on issues following debate;
- Excellent organisation skills, with an ability to prioritise and delegate effectively;
- Outstanding communication skills, both oral and written, including an ability to present information, analysis, and arguments clearly, drawing out key issues and recommendations;
- A positive stance and attitude in developing relationships, initiatives, and opportunities for action that might benefit the College and a willingness to enter fully into the life of the College.
- Experience in managing budgets.

Desirable:

- Experience in student welfare matters;
- Experience of directing undergraduate teaching provision;
- Experience of admissions;
- A good financial awareness

Length of appointment

Appointment to the Senior Tutorship will be made by College Council for an initial term of two years. Subsequent reappointments are made for terms of up to five years.

Fellowship

The appointee will be elected to a Fellowship of the College. They will be appointed an ex officio member of the College Council and a Charity Trustee.
**SENIOR TUTOR**

**Hours of the role**

The Senior Tutor is a full-time role. The hours of the role are not fixed but it is expected that the Senior Tutor would generally be present in College for a significant period during each working week. The role requires the flexibility and commitment appropriate to a senior post. Some evening and weekend work will be expected, and the role is not confined to term time as it involves commitments at various times during the calendar year.

The Senior Tutor can be research active, and would be able to spend up to 20% of their time on research-or teaching-related activities.

**Annual leave entitlement**

The appointee will be entitled to 30 days of paid annual leave to be taken by agreement with the Master, in addition to normal statutory public holidays. Holidays must be taken outside the academic term and other periods when the Senior Tutor’s presence is essential.

If research-active, the appointee will be entitled to sabbatical leave, subject to the approval of the College Council.

**Stipend and related conditions**

- Stipend and related conditions
- The salary range for the post of Senior Tutor at appointment is equivalent to University Salary Spine Point 71 (currently £80,605 pa).
- The postholder will be auto enrolled in the Universities Superannuation Scheme.
- Entitlement to the Fellows’ meals and dining allowance, which includes the right to seven meals per week.
- Subsidised housing close to Jesus College is also available. Details of the Fellows housing scheme are available on request.
- Entitlement to the Fellows’ academic allowance, which is available to support teaching and research work.
- Free Parking on site.

The post holder would be paid separately for any teaching undertaken on behalf of the College.

Official entertaining undertaking by the Senior Tutor in support of their responsibilities is budgeted for as part of the College’s operational budget.

**Personal qualifications**
Candidates should send a full *curriculum vitae*, a personal statement (up to two pages) explaining how their previous experience, qualifications, and skills have prepared them for the position with reference to the selection criteria, and the names and contact details of three referees to jobs@jesus.cam.ac.uk. Applicants should also arrange for three references, written by the stated referees, to be sent directly and in confidence to jobs@jesus.cam.ac.uk.

Applications should be addressed to the Master, Jesus College, Cambridge, to arrive no later than 18th February 2022. Candidates are asked to ensure that their referees submit their references by the same date.

Interviews for short-listed candidates are provisionally planned for 21, 24, 25 March 2022. There will also be an opportunity to meet the College Officers and other Fellows, representatives of the JCSU and MCR, and Tutorial Office staff, as well as a tour of the College.

Informal enquiries concerning the role should be addressed to the Master, Ms Sonita Alleyne, who may be contacted at master@jesus.cam.ac.uk

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**Equal Opportunities**

The policy and practice of the College require that all staff are afforded equal opportunities within employment and that entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria that are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job is the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, gender identity, marital status, sexual orientation, ethnicity, religion or belief, disability, or age. Consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, gender identity, marital status, sexual orientation, ethnicity, religion or belief, disability, or age.