



TRINITY COLLEGE UNIVERSITY of OXFORD

Part-time Academic Support Tutor (humanities/ social sciences)

Overview

Trinity College seeks to appoint a part-time Academic Support Tutor with a background in a **humanities or social sciences** subject to work with undergraduate students at the College. The person appointed will offer one-to-one guidance to students who require support with academic skills, such as time management, planning and completing academic work (especially essay writing), note taking, revision, and exam preparation. They will also encourage good academic practice, for instance by offering guidance on generative AI in an academic context.

The AST will help to ensure that Trinity offers an inclusive learning environment to students from a wide range of backgrounds. They will support first-year students with the academic transition from school to university, and will provide both one-off assistance and ongoing guidance (as appropriate) to undergraduates and graduate students at the College.

The College

Trinity College is one of more than thirty self-governing and independent colleges of the University of Oxford. The colleges give both academics and students the benefits of belonging to a smaller, interdisciplinary community as well as to a large, internationally renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

Founded in 1555, Trinity College occupies a green and spacious site in the centre of the City. It currently admits approximately 90 undergraduates and 60 graduate students each year, with around 400 to 450 students enrolled at any one time. The College prides itself on combining the highest academic standards with a particularly friendly sense of community.

The role

The Academic Support Tutor will:

- Provide tailored support in academic / study skills for individual students in areas that may include (but are not limited to): note-taking (in lectures and from reading), planning and prioritizing academic work, good academic practice (including the avoidance of plagiarism and inappropriate use of AI), referencing, use of online resources, use of

recorded lectures, essay writing, deadline management, revision guidance, examination preparation;

- Work collaboratively with Fellows and Lecturers in a range of subjects to reflect discipline-specific differences in method and approach;
- Work with students who are returning to study following a period of suspension of studies to assist with re-integration into academic life at Trinity;
- Liaise with tutors and the Senior Tutor to help ensure that the academic needs of students with Student Support Plans are met;
- Undertake ongoing training to ensure that their practice is informed by recent research in the fields of academic development/ inclusive pedagogies.

Selection criteria

Essential criteria:

- A good first degree (first-class or 2.1 BA, BSc or equivalent, or higher, UK or overseas) in humanities/ social science discipline;
- Experience of working with students to support academic or study skills;
- A demonstrated understanding of and commitment to inclusive pedagogies;
- Evidence of the ability to work cooperatively with academic and administrative staff in the delivery of student support;
- Strong written and oral communication skills including fluent English (written and spoken, although not necessarily as a native speaker);
- Strong organisational skills and the ability to manage, proactively and reactively, diverse and shifting priorities.

Desirable criteria:

- A higher degree (Masters or DPhil/ PhD);
- Experience of working with students from groups currently under-represented in higher education and at Oxford and/or with students transitioning from secondary to higher education;
- Knowledge and understanding of Oxford's [tutorial system](#) and [admissions](#) policies and procedures;
- Familiarity with assistive technologies for learning.

Terms and conditions

This is a part-time teaching position. The appointment is 0.3FTE (three half-days or 1.5 full days per week) during 36 weeks of the year (-1st week to 10th week of each of the three [Oxford terms](#).) Exact days / times worked will be by consultation with the Senior Tutor.

Teaching for this post will take place in person in Trinity College during term-time, and either in person or remotely during the weeks before and after term. It is not possible to work fully remotely in this role.

The current salary range for the role is £33,810-£37,338 (points 23-27 of the national pay spine, inclusive of the Oxford University adjustment), *pro rata*. Rates of pay are reviewed annually.

The start date for this post is 4th January 2027, or as soon as possible thereafter.

This is a permanent appointment with a probation period of six months.

Other benefits

- The person appointed will be a member of the Senior Common Room (SCR).
- The person appointed will be entitled to 2 lunches and 1 dinner, free of charge, per week at the Common Table (SCR) during term time and vacation, except when the kitchens are closed.
- There will be a small allowance of £100 per annum to cover expenses related to personal, professional development.
- There is a small entertainment allowance of £100 per annum.

Please note that this post does not carry a housing allowance, and no College accommodation would be available.

Right to work

The appointment will be subject to the provision of proof of the right to work in the UK.

How to apply

Candidates should submit the following documents by email to academic.recruitment@trinity.ox.ac.uk:

- A short letter outlining how they believe they meet the selection criteria for the post;
- An academic CV
- The names and email addresses of two referees. References will be requested for shortlisted candidates.

The closing date for applications is **12 noon (UK time) on Wednesday 14th October 2026**.

It is expected that interviews will take place on Wednesday 11th November 2026.