



TRINITY COLLEGE
UNIVERSITY of OXFORD

Job description and further particulars

Job title: Senior Tutor, Trinity College Oxford

Salary: £60,000 – 65,000 depending on experience
+ benefits including a housing allowance of £15,250 p.a.

Trinity College seeks to appoint an outstanding individual to the post of Senior Tutor to oversee the management and delivery of its academic provision for undergraduate and postgraduate students, to support its community of academics, and to play a leading role in shaping the college’s academic strategy.

The post requires an excellent understanding of the issues facing Higher Education, experience of policy development, strategic planning and implementation, and an open, collaborative, and collegiate approach to working with colleagues and leading a team.

Introduction

The Collegiate University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 11,000 staff and has a student population of over 22,000, of whom roughly half are undergraduates.

Trinity College is one of 39 independent colleges at Oxford and interacts with the University’s divisions, departments and faculties, as well as with other Colleges. Trinity was founded in 1555 and occupies a fine position in the city centre. It functions both as an academic institution and as a social and residential centre for its members.

Trinity College

The Colleges provide staff and students with 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.

Our vision is for Trinity to be recognised as a modern College that attracts some of the best academics in the world and welcomes a diverse and widely representative student community, in which international, UK state- and independent-school students all have a place and students of all backgrounds feel equally valued, supported and able to flourish.

The College is a self-governing institution and a charity regulated by the Charity Commission. Ultimate authority for all decisions rests with the Governing Body, which is supported by a committee structure and professional College officers. Forty-one academics and six College officers, including the Senior Tutor, serve on the Governing Body and are the Trustees of the charity.

Trinity admits around 85 undergraduate and 50 graduate students each year, with a balance between Humanities and Science disciplines, and there are approximately 400 students in residence at any one time.

The College prides itself on combining the highest academic standards with a particularly friendly sense of community. It values the diversity of background of its members and the willingness to learn from each other through dialogue and exchange.

We are currently in the third year of a five-year strategy to underpin the College's development. The College's overriding priorities in the period 2018/19 to 2023/24 are to:

- advance the profile and positioning of Trinity and its academics within the collegiate University and externally;
- transform access to students from under-represented backgrounds and foster a more inclusive and diverse community;
- strengthen the graduate community and enhance the graduate experience, increasing the engagement between our different academic communities;
- manage and deliver a £30 million infrastructure development to bring additional high-quality facilities to our internal community and the wider public;
- promote the wellbeing and development of our students and staff.

In so doing, we seek to create an environment that allows all members of our community to achieve their full potential, and ultimately to benefit society.

Further information about the College is available at <http://www.trinity.ox.ak.uk>

Responsibilities

The Office of Senior Tutor

The Senior Tutor is responsible for ensuring that the College is a place of excellence for undergraduate and graduate teaching and research, for overseeing the management and delivery of all College teaching and for the support of its Tutors. The role includes being Tutor for Admissions and Tutor for Graduates, with overall responsibility for undergraduate and postgraduate admissions to the College. During the first two years of tenure, to support a smooth transition and to enable the incoming Senior Tutor to lead the 5-yearly review of the academic strategy, the role of Tutor for Graduates will be delivered by another member of staff on a part-time basis, with these responsibilities being assumed in full by the Senior Tutor after two years.

The Senior Tutor works in close consultation with the Fellowship, with Tutorial Fellows in particular, and with the President and other senior Officers of the College including the Estates Bursar, Domestic Bursar, Head of Access, Wellbeing Advisor, Director of Development and Head of Communications.

The Senior Tutor is accountable to the Governing Body. Oversight of probation and the conduct of appraisals is delegated to the President. The President supports but does not direct the work of the Senior Tutor.

As an academic leader, the Senior Tutor needs to be a strong and credible advocate for the College within relevant intercollegiate and University forums and is expected to bring impartial analysis to all College and University academic matters. The Senior Tutor must demonstrate significant managerial and organisational skills. The Senior Tutor represents the College within the university on matters of academic policy and practice and is a member of key intercollegiate committees relating to academic matters.

The main duties of the office are described below.

Academic Strategy

The Senior Tutor is responsible for initiating and coordinating the strategic planning of all aspects of the College's academic activities and for the presentation of policy options to the Governing Body for decision. They will take the initiative in developing and reviewing academic policies as required by the College, within the frameworks established by the University and the Conference of Colleges (the intercollegiate body). The Senior Tutor leads the review, on a five-year basis, of the College's Academic Size and Shape policy.

The Senior Tutor represents the College on inter-collegiate and University committees that relate to academic matters, raising issues proactively with the College as needed, and may also serve on a small number of other inter-Collegiate and University Committees.

The Senior Tutor is charged with following developments in academic issues which might affect or interest the College. They are also responsible for explaining, presenting, and supporting College academic policies to external bodies as appropriate.

The Senior Tutor is responsible for proposing an Academic budget and managing the costs of teaching and related activities, in consultation with the Estates Bursar.

Academic Staff Recruitment and Management

The Senior Tutor is responsible for overseeing the recruitment processes leading to the appointment and election of Tutorial Fellows (which is usually managed in conjunction with a Department or Faculty of the University), as well as of Junior Research Fellows, Senior Research Fellows and Professorial Fellows.

The Senior Tutor oversees the recruitment of College (Teaching) Lecturers, acts as their line manager, and supports and oversees them once appointed, making sure their workload is effectively managed. The Senior Tutor organises the recruitment of early-career post-doctoral fellows, in conjunction with the relevant subject Fellow(s), and supports and oversees them during their time in the College.

The Senior Tutor is responsible for ensuring that the College adopts best practice on HR issues as they relate to academic staff, acts in compliance with relevant employment and equalities legislation and ensures appropriate induction for new Fellows and Lecturers.

The College's main teaching activities are delivered through small group teaching in the form of tutorials and classes. The Senior Tutor is responsible for ensuring that academics discharge their contractual duties and oversees the probationary procedures and the sabbatical leave for Fellows. The Senior Tutor approves and oversees on behalf of the College all buy-out arrangements for Fellows.

The Senior Tutor is responsible for ensuring that the College provides the best support possible for the career development of its academics and for ensuring that appropriate training (as necessary), feedback and mentoring are in place, especially for early-career fellows and tutorial staff. They also ensure that all eligible academics are returned to the REF by the College.

The Senior Tutor is responsible for administering and monitoring undergraduates' feedback on the tuition they receive.

Undergraduate Admissions and Undergraduate Teaching

The Senior Tutor is responsible for the smooth operation of the admissions procedure in College, ably supported by the Academic Office, and for ensuring compliance with the agreed policies of the University. The process involves liaising with the University and with tutors, confirming or declining offers following A Level (or equivalent) results and overseeing feedback to applicants and schools.

Admissions interviews currently take place in December and the confirmation of admissions offers follows A Level (or equivalent) results in mid-August. The selection of individual candidates is the responsibility of the Tutorial Fellows in different subjects.

The College actively encourages applications from schools and candidates from backgrounds that are currently underrepresented within the student population. There is a particular emphasis in seeking to encourage access to the College from a wider constituency in the state sector of secondary education. Whilst the College's outreach activity is led by its Access department under the leadership of the Head of Access, the Senior Tutor will demonstrate a commitment to expanding access to higher education. The Senior Tutor will take an active role in the various College Open Days and Offer Holder events, giving talks to prospective applicants, parents, and teachers.

The Senior Tutor takes overall responsibility for monitoring the academic progress of students on course including, where necessary, and in consultation with Tutorial Fellows, the implementation of the College's academic discipline policy in the case of students who are failing to perform to adequate standards. They are also responsible for managing the award of prizes and scholarships for students who are excelling.

Postgraduate Students

[N.B. For the first two years after appointment, the responsibilities associated with postgraduate students will be undertaken by a Fellow and Tutor for Graduates, after which they will be assumed in full by the Senior Tutor.]

The Senior Tutor is responsible for the smooth operation of the graduate admissions procedure in College, overseeing the award of graduate scholarships, including those offered in conjunction with other bodies within and outside the University.

They are responsible for the academic welfare of on-course graduate students within College, ensuring the provision of academic support and overseeing the system of the College Advisor, whereby individual Fellows are appointed to act as Advisors to graduate students. The Senior Tutor and the President meet graduate students on an annual rota for a progress report, and the Senior Tutor offers advice to, and arranges further meetings with any graduate who is experiencing academic difficulties.

The Senior Tutor liaises with the Middle (Graduate) Common Room and its elected representatives and has responsibility for organising termly events at which graduate students and Fellows can meet. Following completion in December 2021 of an extensive

suite of academic facilities in the Levine Building, the Senior Tutor will curate a vibrant programme of lectures to engage both graduates and Fellows, including early career Fellows.

Research

The College is keen to promote and facilitate excellence in research by its Fellows and graduate students. The facilities in the new Levine Building will provide the opportunity for public platforms for the work of the College's academics. It is an important part of the Senior Tutor's role to stay abreast of new developments in research funding and to promote the College's research culture.

The Academic Office

The Academic Office provides administrative support for all aspects of the College's academic functions, serving students, tutors and other staff. The Senior Tutor leads and provides line management to the staff in the Academic Office.

The Academic Office is staffed by the Undergraduate and Tutorial Administrator (responsible for all administration relating to undergraduates' tuition on course and examinations); the Graduate and Academic Administrator (responsible for administration relating to postgraduate admissions and graduates on course, grants to students, and academic appointments); the Undergraduate Admissions Officer (responsible for administration relating to undergraduate admissions and to the Chapel); and occasional freelance staff employed during key periods of peak activity.

Amongst a range of vital tasks, the Academic Office maintains student records for undergraduate teaching and University records of students on course; manages the payment of all tutors; organises room allocations for academic purposes; and provides secretariat for a number of related College Committees for which the Senior Tutor manages the agenda and is a member.

A close and collaborative working relationship between the Academic Office, key Fellows and other members of the College's administrative staff is essential for the effective provision and integration of college services including library, bursarial, access, website, IT, President's Collections and internal communications. The Senior Tutor will facilitate and nurture a collaborative and collegiate style of working.

Pastoral Care

The Senior Tutor will possess strong interpersonal skills and have a good rapport with students and the Wellbeing Team. Sensitive and confidential liaison will be required with Fellows, the Wellbeing Advisor and, as appropriate, with other members of the Wellbeing Team.

Wider Engagement

Together with the President, other College Officers and academic staff, the Senior Tutor participates in the social activities that maintain good relations with all parts of the College community. This includes the parents of students, Old Members and others who support the College and its future development (who are the immediate responsibility of the Alumni and Development Department). This may involve working outside normal office hours. The Senior Tutor helps to foster the College's network of relations, attending a range of alumni events and meetings with donors.

Direct Staff Reports

Undergraduate and Tutorial Administrator; Graduate and Academic Administrator; Undergraduate Admissions Officer.

Person Specification

The successful candidate will have:

- significant experience of university teaching and research, and of administration and management; a doctoral degree would be an advantage;
- a commitment to the aims, objectives and academic values of a higher-education institution, and to Trinity's particular ethos;
- an interest in the current trends and changes in Higher Education in a wider context and knowledge of relevant funding bodies;
- a commitment to expanding access to Higher Education to those who may be disadvantaged through school or family circumstances;
- excellent organisational skills, proven administrative ability, and meticulous attention to detail;
- the ability and willingness to work consultatively within democratic structures;
- high-level oral and written skills, and an ability to present information, analysis and arguments clearly;
- IT skills appropriate for modern and efficient administration;
- good financial awareness;
- excellent interpersonal skills, sensitivity to different points of view, and the ability to achieve consensus on issues following debate;
- an interest in the pastoral care of students;
- a commitment to building strong, co-operative and supportive relationships with colleagues;
- a readiness to work co-operatively within the structures of the collegiate University;
- wisdom, good judgement, kindness and collegiality.

Terms and Conditions

This is a permanent, full-time post. The Senior Tutor is a Fellow of the College and member of the Governing Body. Confirmation in post is subject to the satisfactory completion of an initial probationary period of one year, at which point the Senior Tutor becomes a Trustee of the College with full voting rights. College officers participate in an annual review of performance and their personal development.

The remuneration package comprises:

- Stipend of £60,000 - £65,000 depending on experience;
- A taxable housing allowance of £15,250 per year;
- Membership of the Universities Superannuation Scheme;
- Private medical insurance cover (taxable) for the member and their family, for children under the age of 25;
- All meals in the Senior Common Room when the College kitchens are open;
- Relocation expenses may be reimbursed in accordance with the scheme operated by the University of Oxford.

No other appointments, paid or unpaid, may be undertaken without the approval of the Governing Body. The College's normal working hours are between 0900 and 1730 but the Senior Tutor role can routinely involve a small amount of evening and weekend working. There are 30 days of paid leave per annum, to be taken in agreement with the President, in addition to the usual public holidays. Holidays must be taken outside the academic term and other periods when the Senior Tutor's presence is essential – these include the admissions procedure in December, the announcement of A level results in August and Open Days in the summer.

Application Process

Those wishing to apply for this post should submit:

- a letter of application explaining how their previous experience, qualifications and skills fit them for this position with reference to the responsibilities and selection criteria;
- a curriculum vitae including names and addresses of three referees (references will only be taken up for those candidates short-listed for a second interview);
- an Equal Opportunities Recruitment Monitoring Form. The information collected on the equal opportunities recruitment monitoring form does not form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College's equality policy which is published at <https://www.trinity.ox.ac.uk/policies-and-reports>.

Interviews for short-listed candidates are planned for 20 May with a second interview on 10 June 2021. In view of COVID restrictions, the first interview will take place online. However, subject to COVID restrictions, those candidates offered a second interview are welcome to meet selected members of the College in person in a COVID-safe environment and have a tour of the College.

Any queries related to these Further Particulars should be directed in the first instance to Jennifer Cable (e-mail: Jennifer.cable@trinity.ox.ac.uk; phone 01865 279873).

The closing date for applications is 12 noon on 6 May 2021. Applications should be addressed to Jennifer.cable@trinity.ox.ac.uk

Equality of Opportunity

Trinity College is committed to Equal Opportunities and welcomes applications from all sections of the community. It is the College's policy that entry into employment and progression within it are determined wholly by personal merit and the application of criteria. In all cases, ability to perform the job will be the primary consideration. No applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.