SENIOR TUTOR

Wolfson College is seeking to appoint a Senior Tutor in succession to Dr Jane McLarty from 1 September 2018. It is intended that the Senior Tutor-designate will have a period of overlap with Dr McLarty, ideally from 1 August 2018.

1. Wolfson College

Wolfson College is one of the 31 colleges in the University of Cambridge. Founded by the University as University College in 1965, the College became Wolfson College in 1973 following a benefaction from the Wolfson Foundation. The College was the first in Cambridge to have both male and female students and male and female Fellows.

The College is one of the larger Colleges in terms of student numbers, with almost 900 students, made up of 180 mature undergraduates (aged 21 or above), 500 full-time postgraduates studying for a one-year Master’s degree or PhD, and 200 part-time postgraduates studying for a Master’s degree over two years. All academic disciplines are reflected in the student body and in the Fellowship, with particular strengths in Law, English, Computer Science and the Life Sciences. The College provides academic and pastoral support tailored to the distinctive needs of postgraduate and mature undergraduate students, not all of whom have followed standard paths to University education. The College is unique in being able to offer accommodation on site to its full-time postgraduates for up to three years as well as to undergraduates for the duration of their course. This helps to create a strong sense of community in the College.

As well as the student body, there are 106 Fellows, who form the Governing Body of the College. Ten members of the Governing Body are elected to serve on the College Council alongside the five College Officers (President, Vice-President, Bursar, Senior Tutor, Development Director) and three officers from the Wolfson College Students’ Association (WCSA). The members of the College Council are the Charity Trustees of the College, which is a Registered Charity.

Two adjectives which are often used to describe Wolfson College are ‘egalitarian’ and ‘cosmopolitan’. There is a non-hierarchical culture in the College, for example there is no separate dining for Fellows at a ‘high table’. The cosmopolitan nature of the College derives from the large number of nationalities within the membership – over 90 nationalities within the current student body and over 150 nationalities among the alumni worldwide.

The College occupies a single attractive site in the Newnham area of the city, situated between the growth areas of the University in West Cambridge, North-West Cambridge and the Biomedical Campus around Addenbrooke’s Hospital, while a short walk from the University Library and the Sidgwick site, home to most of the Humanities and Social Sciences faculties. This puts Wolfson College at the heart of one of the world’s leading universities.

Further information about the College is available from its website: www.wolfson.cam.ac.uk
2. The Office of Senior Tutor

The Senior Tutor is a Fellow of the College, responsible to the College Council for the academic policy of the College. As such the role is integral to the flourishing of academic life within the College. The successful candidate will be expected to make a fundamental contribution to the College’s academic goals, policies and achievements. The College aspires to be the College of choice in Cambridge for postgraduates and mature undergraduates.

The Senior Tutor is responsible for promoting high academic standards and overseeing the full range of academic strategy; the recruitment of tutorial and other academic staff; the admission of undergraduate and postgraduate students; academic relations with the University and other external bodies; and the management of the team of Tutors and Tutorial Office, the College Teaching Officers, and the Librarian. These responsibilities are summarised in the organogram at the end of this document.

The Senior Tutor is expected to work in close consultation with the President and other senior Officers, and also work closely with the rest of the Fellowship and other academic staff in the daily academic life of the College. It is essential that the Senior Tutor establishes a collegial relationship with the Fellowship, and engages productively with Faculties, Departments, the Institute of Continuing Education and other institutions in the University.

3. The opportunity

Following the election of Professor Jane Clarke as President, the new Senior Tutor will have the opportunity to help shape the College’s academic vision and strategy. The success of the College requires that it recruits the best students and offers them the academic environment and other support to achieve excellence. Although the College does not plan to expand student numbers it wishes to increase its numbers of PhD students and improve the subject spread of its undergraduate students. Over £0.5m a year is allocated for student support; increasing this amount is a key objective of the College.

4. Particular responsibilities

Tutorial and educational

The Senior Tutor is responsible for leading and supporting a team of fourteen Tutors, who between them look after the general welfare of the whole student population of the College. This welfare role includes the pastoral, financial and administrative care for students from a wide variety of backgrounds and cultures; the Senior Tutor provides strategic direction to the Tutors as well as supporting their work on a daily basis. At present one Tutor serves as Deputy Senior Tutor, who line manages the Student Finance Officer and is the point of contact for the College Counsellor (who is employed by the University Counselling Service and based in College for one day per week).

There is no single Admissions Tutor, rather there are three separate roles: Graduate Admissions Tutor, Undergraduate Admissions Tutor (Sciences, including the Graduate Course in Medicine) and Undergraduate Admissions Tutor (Arts and Humanities). The Senior Tutor oversees the whole admissions process. Two Tutors are dedicated to supporting part-time postgraduate students.

The Senior Tutor needs to acknowledge and understand the disparate needs of the diverse student body, in terms of cultural background, age and personal circumstances, which can sometimes be quite
complex. This requires the post-holder to be humane, sensitive and sympathetic; and to create an
environment of tolerance and respect between and towards the students within the wider College
community.

Academic Strategy

The Senior Tutor is responsible for co-ordinating strategic planning of all aspects of the College’s
academic activities and for presenting recommendations on policy to the College Council and Governing
Body for decision. For the committees that deal with academic and related business – mainly, the
Educational Policy Committee – the Senior Tutor takes the lead in the preparation of the agenda papers
the production of minutes, and acting on the recommendations.

The Senior Tutor is a member of other committees as required. In addition to the College Council these
currently include Development Committee, Fellowship & Membership Committee, Personnel
Committee and Finance Committee. The Senior Tutor is a member of the intercollegiate Senior Tutors’
Committee, and is encouraged to participate in other University-level committees as appropriate. The
Senior Tutor is the College’s PREVENT lead officer.

College Teaching

Directors of Studies are responsible for arranging undergraduate teaching in their subject areas. The
Senior Tutor, in consultation with the Bursar, is responsible for administering and monitoring the
College’s teaching budget. The Senior Tutor manages the College Teaching Officers, currently in English
and Law. The Senior Tutor oversees a Study Skills programme and a mentoring scheme for PhD
students.

Postgraduate Students

The Senior Tutor plays a key role in supporting the College’s postgraduate community and for their
pastoral welfare. Working with the Graduate Admissions Tutor, the Senior Tutor has oversight of the
administrative arrangements for the admission of postgraduate students, the award of studentships,
and the awarding of grants towards the costs of research trips, attendance at research conferences etc.
While the teaching and supervision of postgraduate students is typically not the responsibility of the
College, the Senior Tutor participates in such action as is appropriate in cases of examination failure or
other difficulty.

Pastoral Care

The Senior Tutor is responsible for the general welfare of both undergraduates and postgraduates. Such
duties require personal contact with students, and occasionally extend to sensitive and confidential
liaison with Tutors and other individuals with pastoral responsibilities in the College (i.e. the Dean of
Students, College Nurse), as well as other members of staff and external agencies (including the
University Counselling Service and the Disability Resource Centre).

Tutorial Office

The Senior Tutor is supported in his or her role by the staff of the Tutorial Office, as follows:

- Tutorial Office Manager
- Tutorial Administrators: undergraduate, postgraduate, and the Praelector’s Secretary
- Student Finance Officer
- Student Recruitment Officer
The Tutorial Office holds the records of all current and former students, and facilitates their journey from Matriculation through to Graduation and beyond.

**Social Role**

The Senior Tutor takes part, together with the President and other Senior Officers, in the social activities that help to maintain good relations with all members of the College community, including 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 to the work of the Development Office and is encouraged to attend events that support the College’s network of relations. Some events take place in the evening and occasionally at weekends.

**5. Selection criteria**

**Education and experience**

- A strong academic record, able to command the respect of colleagues;
- Experience of administrative or managerial responsibility in a leading 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;
- Understanding of the distinctive function of the admissions processes and supervision (tutorial) systems in a collegiate university;
- An ability to think and contribute strategically to future academic developments;
- Experience in managing budgets.

**Personal qualities**

- Clear alignment with the aims, objectives, and values of the College;
- 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 organisational skills, with an ability to prioritise and delegate effectively;
- Outstanding communication skills, both oral and written;
- 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.

The College is keen to attract applicants from a range of backgrounds including established academics with the ability to provide strategic thinking, administrative support and all-round service to a small academic community; and academic administrators who have worked closely with academic staff and endorse the values of a collegiate university with a strong democratic tradition. Applicants from other administrative backgrounds may be considered, provided they can demonstrate both an understanding of academic life and the relevance of their prior experience and skills as essential requirements.
6. Terms and Conditions of Employment

The appointment will be subject to the Statutes and Ordinances of the College: www.wolfson.cam.ac.uk/governance. The following notes summarise the main provisions:

i) The appointment will be made with a start date no later than 1 September 2018; a slightly earlier start date to allow for a handover period is intended. The salary will be between points 64 and 68 on the University Scale (£62,218 - £70,004) at the appropriate scale point based on qualifications and experience. The salary is reviewed biennially, and annual cost-of-living increases keep in step with changes to the academic-related salaries of the University of Cambridge. Membership of the USS Pension Scheme is available, which would currently require a contribution of 8% of salary while the College would contribute 18% of salary.

ii) This is a full-time post. The role can be structured as full-time (100%) or part-time (80%). For a candidate offering less than 100%, appropriate structures and support will be discussed to ensure the full range of responsibilities are covered. There is an annual leave entitlement of 33 days, including eight public holidays, to be taken outside the periods of Full Term.

iii) The appointment will be offered with a probationary period of nine months, subject to a satisfactory check with the DBS, references, and proof of the right to work in the UK. During the probationary period the appointee will be expected to master the full requirements of the role, and achieve a satisfactory level of performance as assessed before the end of the probationary period by a panel of three Fellows appointed and chaired by the President. During the probationary period either party may give the other one month’s Notice of Termination. After the appointment is confirmed, three months’ notice to include a whole term is required on either side in writing. The College has adopted the University’s policy of an Employer Justified Retirement Age (at age 67).

iv) The post holder will be elected to a Fellowship of the College which carries membership of the College’s Governing Body. Membership of College Council constitutes trusteeship of a charity. The appointee will enjoy the rights, privileges and obligations of a Fellowship.

v) The appointee is expected to reside within a reasonable travelling distance of the College. The appointee may not hold any other employment without the prior approval of the Council.
7. Application and appointment procedure

Candidates should send a curriculum vitae, a letter of application explaining how their previous experience, qualifications and skills fit them for this position with reference to the selection criteria, and the names and contact details (email and telephone) of three referees. References will only be taken up for candidates short-listed for interview.

Applications should be addressed to:

The President
Wolfson College
Barton Road
Cambridge
CB3 9BB

to arrive no later than 16 March 2018. Applications by email, to president@wolfson.cam.ac.uk, are preferred.

Interviews for short-listed candidates are planned for the week commencing 9 April 2018. There will also be an opportunity to meet Fellows, the College Officers, representatives of WCSA, and the Tutorial Office staff; and to have a tour of the College.

Potential applicants who wish to make informal enquiries about the position should contact either of the following:

Professor Jane Clarke, President (president@wolfson.cam.ac.uk)
Mr Graham Allen, Vice-President (vice-president@wolfson.cam.ac.uk)
Senior Tutor’s Team

ADMINISTRATION
- Tutorial Office Manager
- Tutorial Administrators
- Praelector’s Secretary
- Student Finance Officer

WELFARE
- Tutors
- College Nurse
- Counsellor
- Dean of Students

TEACHING
- College Teaching Officers
- Directors of Studies
- Supervisors

RECRUITMENT & ADMISSIONS
- Undergraduate Admissions Tutors
- Graduate Admissions Tutor
- Student Recruitment Officer

LIBRARY
- Librarian
- Information Skills Librarian
- Archivist & Records Manager
- Library Assistant