Senior Tutor

Candidate Pack
Winter 2022
Trinity Hall wishes to appoint an outstanding person and academic as Senior Tutor to succeed Dr Clare Jackson who will step down from the role in September 2023. The Senior Tutor has responsibility for the College’s educational strategy and activity as well as its pastoral provision for students.

A key member of the senior leadership team, the Senior Tutor helps to shape the College’s intellectual environment and to inspire academic excellence. They oversee the management and delivery of Trinity Hall’s academic and pastoral provision for undergraduate and postgraduate students. They are responsible for a range of academic and professional staff, including the Director of Admissions, Postgraduate Tutor, Tutors, Directors of Studies and Head of Wellbeing among others.

This appointment offers a compelling opportunity to help shape an ambitious and vibrant educational environment, as Trinity Hall begins the next phase in its history with exciting plans for its future. The ideal candidate will bring a collegial outlook to the institutional delivery of excellent and innovative teaching and learning, helping to foster a productive environment for research, together with a strong academic record, and the ability to think strategically. A commitment to the distinctive nature of belonging to the Fellowship, and empathy with the College’s ethos and values, including widening participation and ensuring an inclusive and supportive environment, are essential to success in enabling academic excellence.

The College would be supportive of candidates who wish to fulfil this role either on a full-time basis or upwards from a 0.75 FTE basis in order to continue their academic work.
On the banks of the River Cam, Trinity Hall is one of Cambridge’s oldest colleges. Nonetheless, it has a keen eye on the future and makes a substantial and wide-reaching contribution to academia in Cambridge and beyond. The College provides a contemporary and enabling environment for its students, staff and Fellows.

Trinity Hall is currently developing its strategic objectives for the next few years under the guidance of the new Master, Mary Hockaday. These objectives will underpin a bold fundraising campaign focused on academic excellence, inclusion, and sustainability. The College has recently made several senior appointments, including a new Head of Wellbeing and a Director of HR. There is a strong and forward-looking professional team in place to help develop and achieve the College’s strategic objectives.

The core purpose of the College is to endeavour to thrive as ‘a place of education, religion, learning and research’. In fulfilment of its mission, the College delivers an outstanding education to its students, as well as a rich array of social and extra-curricular opportunities and excellent well-being provision, also providing a stimulating and supportive intellectual environment for its Fellows.

The strong sense of community at Trinity Hall is underpinned by its close-knit, approachable, and friendly nature. The College has long-held traditions but does not stand on ceremony. The College’s Governing Body is made up of some 60 Fellows, and meetings are attended by student representatives. The Fellows on Governing Body act as charitable Trustees for Trinity Hall. With a remarkably young and dynamic Fellowship, the research of many of Trinity Hall’s Fellows is often world-leading.

Trinity Hall’s student body comprises approximately 350 undergraduates and 250 postgraduates from the UK and overseas. The College has embraced an ambitious widening participation strategy in recent years, being particularly active in its regional link areas; currently approximately 70% of UK undergraduates are admitted from the maintained sector. The postgraduate community benefits from a similar strongly inclusive approach. The College provides a wide range of funding opportunities for Master’s and Doctoral students. Trinity Hall’s extensive pastoral provision supports students in their academic studies, with significant resources directed towards mental health and wellbeing. The College prides itself on its strong community spirit and the mutual respect between students, staff and Fellows.
Overview of the Senior Tutor’s responsibilities:

1. to have overall strategic responsibility for Trinity Hall’s academic, educational and student welfare provision and policy. The Senior Tutor is critical in leading and fostering the College’s intellectual achievement. They have responsibility for the supervision (teaching) and tutorial (pastoral) systems. They have direct oversight of the admission, education, academic progress and welfare of undergraduate students, and have overall responsibility in the College for the admission and welfare of postgraduate students. They oversee and lead the work of the Tutorial Office.

2. to play a key role in developing the wider College vision and strategy as part of the senior leadership team of Senior Officers, alongside the Master, Vice-Master, Bursar and Junior Bursar. The Senior Tutor reports into the Governing Body of the Fellowship of which they are a member and Charity Trustee.

3. to lead on the strategy related to recruitment of Fellows, on behalf of the Fellowships Committee, and to help provide a stimulating intellectual environment for the Fellowship.

4. to support the academic and professional development of College Teaching Officers, in order that Trinity Hall can provide an ambitious intellectual environment and outstanding teaching.

5. to command the respect of colleagues in an academic community, having an excellent understanding of educational delivery, assessment, attainment and pedagogy, plus a good grasp of college and university structures and procedures.

6. to work closely and collaboratively with the Dean of Discipline, and oversee the work of Directors of Studies and Tutors and the Director of Admissions and Postgraduate Tutor. The Senior Tutor is a member of the intercollegiate University’s Senior Tutors’ Committee and the key point of contact in the college for the University and external bodies on student-related matters.

7. to be adept at committee work, as a chair and member, able to produce persuasive and timely committee papers and presentations.

8. to oversee and ensure effective implementation of agreed policies.

9. to be the ex-officio Secretary handling the business of the Education Policy Committee and Fellowships Committee and an ex officio member on several other College committees.

10. to be able to have difficult conversations and to deal with colleagues and students under challenging circumstances calmly and straightforwardly.

11. to line-manage the Director of Admissions, the Postgraduate Tutor, the Head of Wellbeing and the Tutorial Officer Manager and have overall responsibility for the Tutorial Office (6 staff), the Wellbeing Team (4 staff), Tutors (10), Postgraduate Tutors (3), and Directors of Studies (47).

12. to represent Trinity Hall and to participate in institutional committees and projects, fostering strong links between the College and the wider University.

13. to participate in and contribute to the College’s fundraising work and strategy as required, including sitting on the Development Committee.
Person Specification

Skills and attributes

• Clear alignment with the aims, objectives and values of the College
• Ambitious in the pursuit of academic excellence for Trinity Hall
• Strong leadership and excellent management and organisational skills
• Friendly, approachable and flexible with excellent interpersonal skills, able to relate well to students, staff and fellows
• An ability to think strategically and an enthusiasm to contribute to the vision for the next phase of Trinity Hall’s development
• Outstanding communication skills, high levels of personal resilience and integrity

Experience

Essential criteria

• A strong academic record and demonstrable achievement in their own teaching and research (i.e. PhD)
• Previous experience of teaching in higher education, ideally at both an undergraduate and postgraduate level
• Previous experience in administration or management in an educational setting
• Experience in committee management and an ability to work collaboratively and build consensus within democratic structures

Desirable criteria

• Experience of a collegiate university
• Experience in supporting student welfare
• Experience of directing undergraduate teaching provision
• Experience of admissions and widening participation initiatives
• Good financial and data literacy
The successful candidate will be elected to a Staff Fellowship of the College which carries with it certain benefits of a non-contractual nature including generous Fellowship and research allowances, dining rights and the possibility of assistance with accommodation for those new to Cambridge, subject to availability.

**Length of appointment**
The Senior Tutor will be elected to an initial term of five years with a probationary period of 12 months and the possibility of renewal. It is hoped that the successful candidate will be able to start on or close to 1 September 2023.

**Stipend**
The remuneration for the post will be competitive and discussed with the successful candidate. It is envisaged as being at a point on the University's professorial scale pro rata. The stipend is pensionable under the Universities Superannuation Scheme.

**Hours**
The College would be supportive of candidates who wish to fulfil this role either on a full-time basis or up to a 0.75 FTE basis in order to continue their academic work.

The Senior Tutor is expected to be in residence during the whole of each Full Term and to participate in the cultural and social life of the College. Some evening and weekend work is required, including in support of the College's relations with Alumni.

The Senior Tutor is subject to the Statutes and Ordinances of Trinity Hall.

**Other terms and conditions**
The annual leave entitlement is 25 days per annum in addition to English bank and public holidays, pro rata. The postholder will be expected to work statutory holidays falling in Full Term and take a day-in-lieu. There is an accrual of one extra day for every two years worked up to a maximum of 30 days.

The College will consider applications for sabbatical leave from those holding a University or College position that carries entitlement to sabbatical leave. Other applications will be considered on their merits. The College would not expect to receive an application for sabbatical leave to be taken in the first three years after appointment.
Trinity Hall has retained Minerva (www.minervasearch.com) to advise on this appointment. For more information about the role, including how to apply, please visit Minerva at www.minervasearch.com/trinhall

Anyone who wishes to express an interest in this role should send a covering letter explaining their interest and relevant experience for the post together with a full CV to trinhall@minervasearch.com

Should you be interested in an informal conversation about the post, please contact Minerva via trinhall@minervasearch.com