Queens’ College, Cambridge

Senior Tutor: further particulars

Queens’ College, Cambridge, wishes to appoint a Senior Tutor from 1st January 2021 or as soon as possible thereafter.

The Senior Tutor leads the academic, tutorial and pastoral aspects of life at Queens’ College, as well as oversees the provision of welfare support. The Senior Tutor plays an innovative, key role in the development of strategic policies in a successful, diverse, inclusive, inspiring and ambitious Cambridge college.

The post could be held as a sole appointment or in conjunction with another appointment in the University (subject to negotiation). The Senior Tutor will be elected to an Official Fellowship.

Applications

Applications, which should include a full curriculum vitae, the names and contact details of three professional referees, and a personal statement (up to two pages) describing your career to date and the qualities and aspirations that you would bring to the post, should be sent no later than 30th November 2020 to

The President,
Queens’ College,
Cambridge, CB3 9ET

preferably by email to: pres.sec@queens.cam.ac.uk.

Queens’ College

Queens’ College is a lively community of students, fellows and staff. The College is located at the heart of the city of Cambridge, with good access to University departments and to the town. Queens’ is famous for its ancient buildings and riverside site but has continued to evolve throughout its six centuries, as a place and as a community, and is very much engaged with the present and looking to the future.
Queens’ is one of the thirty-one constituent colleges of the University of Cambridge. It has about 500 undergraduates and 450 postgraduate students, making it a larger than average College. The College has over 60 teaching staff and members of the Governing Body (Fellows) and about 140 other staff. A wide range of further information about the College is provided on our website: www.queens.cam.ac.uk.

Academic Objectives of the College

In leading the academic life of the College the Senior Tutor will be responsible to the Governing Body for the pursuit of the following key objectives:

- To maintain Queens’ position as a College of the highest academic standards, renowned for the breadth and innovative nature of its education;
- To provide undergraduate teaching of the highest quality;
- To provide comprehensive support to the postgraduate students of the College in the pursuit of their academic goals;
- To attract and select outstanding students (undergraduate and postgraduate) from all backgrounds, including mature students, from both the UK and overseas;
- To widen access and participation, so that our student populations are progressively more diverse;
- To provide academic support services, including library and computer facilities;
- To encourage an inclusive, collegial and research-informed educational environment;
- To support research through the provision of Research Fellowships, research studentships, and other awards;
- To provide the Fellows of the College with research facilities and support, and with a lively research and teaching environment;
- To improve participation for students while they are with us and to support progression after their studies.

Consistent with these objectives, the Senior Tutor works closely and collaboratively with the President, Fellows, students and staff in a mutually supportive College environment with a focus on excellence, intellectual enrichment, diversity, inclusiveness, participation and access. In addition, she/he would oversee the comprehensive support for student welfare so as to foster a stimulating and dynamic educational environment.
The Senior Tutor

The Senior Tutor is one of the Senior Officer positions in the College and this group meets on a weekly basis to discuss the operational management of the college. Overall authority within the College is exercised by the Governing Body - chaired by the President - of which the Senior Tutor is a key member. The Governing Body has several sub-committees with widely drawn membership and its role is to assist and guide the senior officers in carrying out their decisions. The work of the Senior Tutor is supported by the Teaching Committee and the Tutorial Committee.

The Senior Tutor plays a central role in the College’s provision of the best possible education for the students (both undergraduates and postgraduates) and the most enabling research and teaching environment for Fellows. The Senior Tutor supports students’ library and information needs as a key member of the Library and Archives Committee. We expect the Senior Tutor to have an explicit focus on diversity and inclusion and will encourage purposeful, institutional self-scrutiny in these matters. The Senior Tutor, working alongside the Admissions Tutor, will encourage access to prospective students from all constituencies and quarters both nationally and internationally. The Senior Tutor will support not only access and outreach but also educational investment and development in our link areas. The Senior Tutor ensures that sufficient support exists within college for students with disabilities and specific learning difficulties; and works towards making Queens’ an open and inclusive, safe and supported environment for students of all origins and backgrounds and of all sexual/gender orientations. The Senior Tutor plays an important role in providing for the safety and security of the college.

In order to deliver the very highest standards of student educational accomplishment, a critical step is to ensure that the students admitted are of the highest potential and come from diverse backgrounds (including but not limited to race, religion, sexual orientation and socio-economic background). The Senior Tutor and Admissions Tutor provide information about the College to schools and perform visits to encourage more schools to consider sending their best students to Queens’, as well as assist in pursuing a number of focused and forward-looking initiatives.

Once here, undergraduate students are taught by supervisors, who are directly managed by Directors of Studies. The Senior Tutor ensures that teaching standards are maintained and recommends the appointment of Directors of Studies. The Senior Tutor is responsible for making strategic recommendations for appointments to the Fellowship. Working with the Fellowships Committee, she/he ensures that appropriate Fellows are appointed to fulfil teaching needs. The Senior Tutor may also supervise undergraduates and postgraduate students in his or her academic specialism, as agreed by the Governing Body. The Senior Tutor works alongside the Chair of the Graduate Committee to provide comprehensive support to the postgraduate students of the College to broaden and enrich their experience in the
pursuit of their academic and career goals. The Senior Tutor is responsible for encouraging and taking actions to develop and maintain a research-informed educational environment, shaping and developing innovative and effective pedagogical practice. At the end of each year the Senior Tutor reports to the Governing Body on the academic performance of the College.

Wellbeing is essential to personal and academic development, and the college provides a comprehensive pastoral support system guided and overseen by the Senior Tutor. The welfare provision within the college exists to provide students with help and advice, covering a wide range of personal issues and general wellbeing. Each student is allocated a personal Tutor to whom they turn when problems arise. The Tutors meet every week during term and one Tutor is always on-call in case of emergencies. Tutors work in conjunction with the Welfare Team to assist in any difficulty affecting their wellbeing or issues which might compromise their ability to study effectively, including health, financial or personal issues. The college has two Harassment and Assault Officers, who can provide advice and support to students, as well as welfare advisors, who can provide support with any welfare issues, and a registered college nurse.

The Senior Tutor manages the annual Research Fellowships competition, an important part of the effort to encourage and enable high-quality research within the Fellowship. The Senior Tutor is also expected to work with the President and Fellows on strategic initiatives to evolve education provision in line with impactful innovations and experience, as well as enhance the College’s effectiveness as a vibrant and engaging intellectual society.

The Senior Tutor is responsible for the overall operations and staffing of the Tutorial Office and manages the College staff involved in academic administration and pastoral support. She/he is responsible for various tuition accounts and organises the allocation of student bursaries, hardship grants, travel funds, scholarships and prizes. The duties also include liaison with University, inter-collegiate and external organisations. The Senior Tutor represents the College on the University Senior Tutors’ Committee and is expected to engage constructively in Collegiate University Bodies, sharing and developing educational and pastoral practice and initiatives; and influencing University Policy.

Of the other major college offices, the Senior Bursar is responsible for overall financial and budgetary policy, and for day-to-day management of these aspects of college life. The Dean of College is responsible for all matters of discipline, other than academic discipline, which is the responsibility of the Tutors.

Education at Queen’s is not only a matter of academic work. The College sustains a vibrant environment in which arts, sports and personal interests flourish and the Senior Tutor participates in the social and cultural life of the College.
The Person:

It is likely that the successful candidate will be an established academic, with substantial research, teaching and education experience, who wishes to re-focus her/his career to provide strategic thinking and administrative support in a Cambridge college.

Qualifications, Knowledge & Experience

It is likely that the successful candidate will have:

- appropriate experience in working with students in an academic post, preferably in a collegiate context;
- experience of and a deep commitment to equality, diversity and inclusion; and widening access and participation;
- a creative and innovative approach towards teaching and learning, and welfare provision;
- a strong record in teaching, academic and educational work;
- experience in managing a budget, managing staff and working with (and chairing) committees within collaborative structures;
- knowledge of and a strong commitment to pastoral and welfare provision in a college community dedicated to the highest possible standards;
- experience in working within the structures of the collegiate University as a whole;
- a positive stance and attitude in developing relationships, initiatives and opportunities for action that benefit the College, and in particular enhance its academic standing.

Skills, Abilities & Competencies

- Ability to think creatively and strategically to help the college navigate a complex future with new social, ethical, environmental and other unpredictable challenges.
- Ability to identify and oversee the implementation of changes and improvements to processes in a systematic and coherent way
- Personal qualities that will allow effective communication with students and staff on a range of issues, such as emotional literacy, level-headedness, resilience and compassion;
- Highly developed interpersonal skills to establish and maintain effective working relationships with colleagues at all levels and engage and influence others.
● Collaborative leadership style and management skills with a proven ability to inspire and motivate a team.
● Strong organisational and planning skills, with the ability to prioritise and respond rapidly as the need arises.
● Ability to work in a consensus orientated institution.

Terms of Employment

Salary: the College will offer a competitive salary for the role.

Pension: the salary is pensionable under the Universities Superannuation Scheme (USS), currently a hybrid defined benefit/defined contribution pension scheme.

Holidays: the holiday entitlement is 35 days per annum in addition to English bank and public holidays.

Hours of work: The working week is 36.25 hours but the post-holder will be required to work such hours as are necessary to perform her/his duties.

The successful candidate will be elected to an Official Fellowship, will be a member of the Governing Body and will be expected to play a full part in collegiate life. Benefits of the Fellowship include College rooms, Fellows’ commons (seven free College meals per week when the kitchens are open), membership of an AXA medical insurance scheme, free parking (subject to availability), use of all appropriate College facilities, including sports facilities, and, if required, access to an equity share scheme for house purchase.

In accordance with the Statutes, the post is offered as a 3-year, fixed-term contract. The Governing Body may, on expiry of the contract, re-appoint the Senior Tutor for such period or periods as they may see fit, up to the retiring age. The Senior Tutor is entitled to sabbatical leave after serving 3 years, which is dependent on delivering teaching.

Queens’ College pursues an equal opportunities policy.