Senior Tutor Gonville & Caius College

Requirement

Gonville & Caius College is seeking to appoint a Senior Tutor with effect from 1 October 2019. Ideally, the successful candidate will join from 1 September 2019 or earlier to allow a period of assimilation before the start of the academic year.

The Senior Tutor will be elected as a Fellow of the College. The Senior Tutor is responsible to the College Council for providing leadership and administration of the College’s academic and tutorial (pastoral) arrangements. Such areas of work include the development and implementation of College policy relating to undergraduate teaching and admissions, postgraduate admissions, and students’ welfare and discipline; as well as working with the other Tutors, especially the Admissions Tutors and Postgraduate Tutors, to promote high academic standards and student well-being. This is an exciting opportunity for an academic (from any discipline) to make a major contribution to the College’s mission.

Gonville & Caius College

Gonville & Caius College was founded in 1348 by Edmund Gonville and refounded by John Caius in 1557. It is one of the larger colleges in Cambridge with 104 fellows, 590 undergraduate and 250 postgraduate students. It is a registered charity. The charitable purposes of the college are education, religion, learning and research.

The College admits students in a wide range of academic disciplines and the fellowship is similarly broadly based. The College is a very diverse community, with a significant proportion of both the fellowship and student body coming from outside of the UK.

Job description and terms

Leadership

- provides leadership for the College’s mission for academic excellence;
- is responsible for the oversight of Directors of Studies and Tutors (including the Admissions Tutors and Postgraduate Tutors);
- provides advice and guidance to Fellows and administrative staff on issues of education;

Education Strategy

- is responsible for strategic oversight and development of education policy and student welfare e.g. academic policy, appointments of College lecturers, and for complying with regulatory frameworks;
- ensures policies and college regulations are regularly renewed and revised;
- monitors the costs of the educational provision;
- advises the College Council on changes in the wider academic environment;
Admissions

• is responsible with the Admissions Tutors and the Postgraduate Tutors for developing and implementing policy on recruitment, widening participation and admissions activities;
• monitors the success of those policies;

Teaching

• is responsible for the administration of the College’s teaching and tutorial arrangements for undergraduate and postgraduate students;
• monitors the academic progress of students;
• liaises with Directors of Studies to identify issues and provide guidance and support;
• oversees arrangements for recruitment, appointment and induction of College Lecturers, supervisors, and Teaching Associates, and provides support and advice for them;

Tutorial matters

• is responsible for the oversight of welfare and well-being of undergraduate and postgraduate students;
• is responsible for discipline of undergraduate and postgraduate students;
• chairs the fortnightly Tutors’ meeting and liaises and communicates regularly with Tutors to identify issues and provide guidance and support to the Tutors;
• liaises and communicates regularly with the College nurse to identify and coordinate welfare issues and provide guidance and support;
• is personal tutor for a group of tutorial pupils;

Student funding

• leads the development of a strategy for student financial support;
• implements the decisions of the Tutors on financial matters;
• works with the Development Director on fundraising and use of trust funds for student support;

Committees and external

• As a Fellow, the Senior Tutor serves *ex officio* on the College Council and also on a number of other College committees for example the Education and Research Committee, the Remuneration Committee, the Works and Accommodations Committee, and the Domestic and Catering Committee;
• is the College’s representative to the University through the Senior Tutors’ Committee and other appropriate bodies for issues such as Admissions, Student Support, Levies, Welfare, Discipline, Harassment;
• is responsible for coordination with the University in the academic administration relating to current students;

Management

• manages the work and staff of the Tutorial Office (currently five members of staff: the Tutorial Manager and their Deputy; the Undergraduate and Postgraduate Administrators and the Schools Liaison Officer);
• manages the work of the College Nurse;
• manages the work of the Academic Skills Advisors;

Other matters
works with a broad range of people within College including: the Master, the Senior Bursar, the Operations Director, the Librarian, the Dean of Chapel, the Development Director, the Praelector, the Head Porter, the Head of Communications, Accommodations Officer, Conference Manager, JCR and MCR Committees;

- participates in the social and cultural life of the college, interacts with Fellows and Staff, and supports students’ extra-curricular activity;
- budget holder for teaching and tutorial budget;
- is the PREVENT Lead for the College;
- undertakes such other duties as may reasonably be required by the Master acting on behalf of the College Council;

Personal Qualifications

**Essential**

- strong academic record, involving both teaching and research, able to command the respect of colleagues;
- experience of and clear alignment with the aims, objectives, and values of an institution at the highest level in higher education;
- excellent organisational and interpersonal skills;
- excellent written and oral communications skills;
- capable of developing and implementing strategy within democratic, rather than managerial, structures;
- prepared to be approachable and easily contactable by Tutors and Fellows;
- able to relate well to students;
- prepared to make decisions and respond to requests in an increasingly regulatory environment;
- experience in dealing with committees and an ability to work consultatively;

**Desirable**

- well informed in relation to key University processes;
- experience of working in a collegiate environment in a senior capacity and with an understanding of admissions in the collegiate context within Oxford and Cambridge;
- experienced in managing small teams of people;
- financial awareness and experience of managing budgets;
- an understanding of the GDPR;

**Terms**

- the successful candidate will be elected to a fellowship;
- stipend: Cambridge University Spine Points 60-69 (£56,403 - £73,540 pa) and pro-rata for part time, pensionable under USS;
- a fellow can reside in College accommodation, if appropriate, and is able to take 10 meals free of charge each week;
- annual paid leave is 33 days per annum including English bank and public holidays, pro rata;
- the Senior Tutor is expected to live within 20 miles of the College;
- removal expenses to a maximum of £5000 if moving from more than 20 miles from Cambridge;
• the appointment is subject to a probationary period of six months, with interim review at three months;
• notice within probationary period one month, afterwards one Term;

Benefits
There is a good package of privileges and benefits.

Length of appointment
Appointment to the post of Senior Tutor will be for a fixed term of 7 years. The principal reasons for this are as follows:

• To ensure that the post, which is a strategic leadership role of considerable influence in the academic and wider life of the College, is periodically held by individuals of varied academic background (including in respect of the art/humanities and science divide).
• To maximise the likelihood of the post-holder having fresh and innovative ideas that will drive the academic work and reputation of the College, with the purpose of ensuring the College remains a world class academic institution.
• To ensure that the post-holder has significant recent experience of front-line teaching and tutorial input, in order to enable the College to continue to offer a first class student experience.

Following relinquishing the post of Senior Tutor, potential alternative roles would be considered taking into account the academic background and preferences of the person and the requirements of the College.

Hours of the role
It is considered that the Senior Tutor role is substantial. However, the college will consider applicants who wish to continue their academic work for up to 20% of full time. Applications will be welcome from persons interested in the appointment either to hold the post in conjunction with another post in the University or with another post in College. The hours of the role are not fixed but it is expected that the Senior Tutor will be generally present in College for a significant period during each working week. The role requires some flexibility and commitment appropriate to a senior post. Some evening and weekend work will be expected. The Senior Tutor’s role is not confined to University Term and also involves commitments during the Cambridge University Vacations.

Other roles in College
The College welcomes applications from candidates who wish to undertake some teaching in College to be remunerated at the usual supervision rates. Teaching for the University up to 20% of full-time is possible, with remuneration to be agreed between the applicant and the college.

Recruitment Process
The application must include:

• a brief covering letter;
• a personal statement (up to two pages) setting out reasons for wishing to undertake the role of Senior Tutor and qualifications for doing so;
• a full curriculum vitae;
• names and contact details of three referees. Referees will be contacted by the College only with the candidate’s consent but will be contacted before the final interview;
• an application form;

Applications should be sent:

By email to: master@cai.cam.ac.uk

Or by post to: the Master, Gonville & Caius College, Cambridge, CB2 1TA

To arrive not later than noon on 22nd February 2019

Interviews for long-listed candidates are arranged for the week commencing 4th March 2019. These will offer an opportunity to meet the College Officers and other Fellows, representatives of the JCR and MCR, and Tutorial Office staff, as well as to tour the College. The final interviews will be held on 20th March 2019.

Informal enquiries concerning the role can be made to the Master, Dr Pippa Rogerson, via email in the first instance master@cai.cam.ac.uk

All information provided will be treated as confidential and processed in accordance with the College’s Data Protection Policy.