

SENIOR TUTOR

FURTHER PARTICULARS AND JOB DESCRIPTION

Murray Edwards College wishes to appoint an outstanding individual to the post of Senior Tutor, to oversee the management and delivery of its academic and pastoral provision for undergraduate and postgraduate students, and to take a leading role in continuing to define its academic environment. This is an exciting opportunity for an academic (from any discipline) who combines vision with high levels of interpersonal and organisational skills to make a major contribution to the continued development of the College, and the College would be supportive of candidates who wish to fulfil this role either on a full-time basis or a 75% part-time basis in order to continue their research.

The College

Murray Edwards College was founded as New Hall in 1954 to bring the most academically outstanding young women from all backgrounds to study at Cambridge. In 2008 the name was changed to Murray Edwards College, following a generous endowment of £30 million from Ros Smith and Steve Edwards, to enable the College to continue to support women's development.

The College is committed to academic excellence across the disciplines for women from all backgrounds. As well as providing a world class education as part of Cambridge University, the College seeks to encourage women's aspirations and development, for example through the Gateway Programme. The College is led by its fifth president, Dame Barbara Stocking, previously Chief Executive of Oxfam and an alumna of the College. The student body includes approximately 375 undergraduate and 185 graduate students, with around 60 Fellows. The College has some 6,000 alumnae. The teaching and research Fellows include both women and men in a wide range of disciplines.

The Post

The Senior Tutor is responsible for the environment of the College as a place of excellence for undergraduate and graduate learning, for overseeing the management and delivery of all College teaching as well as pastoral support for students, and for the support and guidance of Directors of Studies and Tutors. S/he is expected to review the academic needs and performance of the College and to lead its development as a centre of academic excellence across all disciplines. As an academic leader, the Senior Tutor needs to be a strong and credible advocate for the College within relevant intercollegiate and University fora and is expected to bring impartial analysis to all College and University academic matters, as well as demonstrate significant managerial and organisational skills.



Job Description

Job title:	Senior Tutor
Department:	<i>Tutorial</i>
Location:	<i>Murray Edwards College</i>
Purpose of role:	<i>Responsible to the president for the oversight of the College's Academic work</i>
Line manager:	<i>President</i>
Line manages:	<ul style="list-style-type: none"> • <i>Admissions Tutor</i> • <i>Tutorial Office Manager</i> • <i>Oversight, with the President, the Tutor for Student Development</i> • <i>Accountable for activities of Directors of Studies and Tutors (through his / her Deputy)</i> • <i>College nurse, and liaison with the Counsellor</i>
Financial responsibility:	<i>Budget holder for the Teaching and Tutorial budget (just over £1m p.a.) and the Research Budget (expenditure of almost £100,000 p.a.).</i>
Salary and Salary Band:	<i>Spine points 62-67 (Grade 11) (which may be pro-rata at 75% of FTE)</i>
Hours:	<i>Full-time or 75% FTE (includes evening and weekend work or duties)</i>
Working environment:	<i>Office based</i>

Overview of the role

The Senior Tutor is responsible to the President for the oversight of the academic work of the College.

Main duties and responsibilities:

College Teaching and Learning

- To ensure the College teaching system delivers the highest academic standards to support the academic progress of all students.
- To oversee the intellectual environment for a thriving postgraduate community in collaboration with the Executive Graduate Tutor.

Student Development and Support

- To oversee the appropriate systems that deliver the equality of opportunity for all students, including the Gateway Programme (study skills directly, career strand jointly with the President).
- To oversee the provision of general welfare support for both undergraduates and postgraduates, through the College Tutors and the Tutorial Office.
- To continue to work on implicit bias in Higher Education, both in College and at University level as well as continuing to improve knowledge of, and delivery to, women's learning needs in the College.
- To liaise with the College Dean on disciplinary matters.



Strategic Development

- To lead the College's long-term academic strategy
- To convene relevant College Committees and to advise the College Council on all issues and academic matters arising
- To represent the College on all relevant intercollegiate and University Committees, raising issues pro-actively within the College as needed
- To monitor and advise the college on the academic and quality assurance requirements of external agencies and other changes in the wider academic environment, including funding systems

Admissions

- To lead the strategy for recruitment, nationally and internationally and ensure its delivery in conjunction with the Admissions Tutor, Executive Graduate Tutor and Directors of Studies.

Fellowship

- To lead on the recruitment of Fellows to the College in line with the College's educational needs and strategy. Where appropriate (e.g. CTOs) provide guidance on their academic development.

Line Management

- To oversee the management of the Students Services teams.

Other

- Budget holder for the Teaching and Tutorial budget (just over £1m p.a.) and the Research Budget (expenditure of almost £100,000 p.a.).
- To engage fully in the Officers' Team providing day to day management of the College and support the President, Fellows and other College Officers in maintaining good relations across all parts of the College community, including student representatives.
- To be the Prevent lead for the College.
- To undertake such other duties as may reasonably be required by the President acting on behalf of the College Council.



Person Specification

Qualifications:

- A strong academic record is a requirement of the role

Skills, knowledge, experience

- Staff Management experience, ideally at a sophisticated level or at least demonstrating capacity and willingness to further those skills
- Proven success in administration within a university setting
- Excellent writing and oral communication skills
- Good financial awareness
- Experience of student welfare
- Knowledge and experience of the Oxbridge collegiate system would be a plus

Personal attributes

- Strong interpersonal and negotiation skills
- Good rapport with students
- Proven ability to lead people