



NEWNHAM COLLEGE  
UNIVERSITY OF CAMBRIDGE

# Senior Tutor

Newnham College, University of Cambridge



## About us

Newnham College is one of the 31 Colleges within the University of Cambridge. It is a dynamic community of academics, students and staff, offering outstanding opportunities for teaching, learning and research.



### The College

Newnham College celebrates its 150<sup>th</sup> Anniversary this year. Newnham has from its earliest days been at the forefront of championing academic excellence for women at Cambridge and beyond. It is a registered charity whose purpose is to promote education, learning and research for women.

Newnham's academics are engaged in cutting-edge research across a wide range of fields. Our academics are leaders in their field, serve on editorial boards of leading journals, are Fellows of the Royal Society and the British Academy. Our students have won global accolades such as the Forbes 30 under 30 European awards for Science, and Women of the Future awards in 2018. Newnham is strongly committed to furthering the careers of its students and academics through the provision of funding and through informal and formal networks of advice and collaboration.

Newnham seeks to be an outward-facing, diverse, inclusive, welcoming, and inspiring community with a reputation for the academic, pastoral and financial support it provides to its students. Newnham is proud of its commitment to widening access to higher education and is one of eleven Colleges offering the new Foundation year from October 2022.

As a women's College, Newnham has an all-women Fellowship of 70, and some male College Lecturers. Our student body comprises around 430 undergraduates and 250 postgraduates,

including people assigned female at birth who no longer identify as such, and transwomen. There are around 120 non-academic staff, including women and men, with a range of responsibilities and roles.

Newnham's diverse student body is actively engaged in many aspects of College and University life. Students are encouraged to foster outside interests through activities such as sport, music, writing, art, activism and volunteering.

### The context

The pace of change in higher education continues to increase, with national debates about its role, funding, competitiveness and structure. Most Cambridge academics with whom the Senior Tutor works are juggling University and College responsibilities for research, teaching, and administration. Higher education is currently also affected by the general uncertainty about how and in what state the world will emerge from the Covid-19 pandemic.

In Cambridge, there remains work to do to further the careers of women academics and other under-represented groups; to widen access to and participation in study and research at undergraduate and postgraduate level by under-represented groups; and to provide an inclusive environment for the growing number of students with disabilities and/or mental health issues. Newnham's postgraduate community has grown in recent years, and we want this to be a significant part of our identity as a College.



### Governance

The Governing Body of the College consists of the Principal and the Fellows, with representation from undergraduate and postgraduate students and the Associates (distinguished alumnae who contribute to collegiate governance by serving on the Governing Body). The Governing Body is

responsible for all aspects of Newnham's life and its development and improvement.

The Principal chairs the Governing Body, and the Council, which is the charitable trustee body of the College, and is supported by senior College officers, including the Vice-Principal, Senior Tutor and Bursar. The College has a wider body of active Senior Members, some of whom are Directors of Studies. Newnham also has an outstanding team of non-academic staff in administrative and support roles.

## Role summary

The Senior Tutor is the academic champion for undergraduates, postgraduates and the Fellowship, responsible for maintaining and developing within the College an environment which supports academic progress and personal growth. The Senior Tutor helps the Fellowship build a vibrant, diverse, inclusive and intergenerational community of students, academics, and staff. The Senior Tutor is responsible to the College Council and reports to the Principal as its Chair.

At the heart of the role of Senior Tutor is the identification and recommendation for appointment of Directors of Studies and College Lecturers for undergraduate students and the oversight of welfare provision for all Newnham students. The Senior Tutor provides collaborative leadership, advice and support to the Admissions Tutor and Postgraduate Tutor, Directors of Study, College Lecturers and Tutors to shape the educational and pastoral environment at the College. The Senior Tutor manages the Tutorial & Admissions team and the welfare team (College Nurse and Counsellors).

As an academic leader the Senior Tutor must be a respected representative of the College on relevant intercollegiate and University committees and groups. The Senior Tutor is a member of the College Council and of the Governing Body. The Senior Tutor is expected to keep abreast of and respond to strategic developments in the wider world of higher education and in the collegiate University which affect the College. They must also be willing and able to deal effectively with individual students. This is both a strategic and a hands-on role.



## Key responsibilities

### Leadership

- Build strong and trusted bonds across the Fellowship and staff, building consensus in setting direction, objectives and outcomes. Be accessible to Fellows, Directors of Studies, Tutors, and staff
- Be a collegiate and effective College Officer, able to contribute to broader College matters and to support the strategic leadership and day-to-day direction of the College
- Together with the Principal and the wider Fellowship, lead on identifying and proposing new Fellows, in particular through the University system for linking new appointments to a College

### Teaching, learning and academic strategy

- Develop and recommend to the Governing Body an academic strategy and staffing plan which anticipates medium-term changes and enables succession planning and cover for leave for Directors of Study and College Lecturers. Lead the implementation of the strategy.
- Identify new Directors of Study, College Lecturers and make recommendations for their appointment to Academic Planning Committee and Council. Lead (with support from the Principal, other Fellows and HR) on the induction of new academic staff

- Chair the Director of Studies Committee and liaise regularly with Directors of Studies, providing guidance and support. Evaluate and promote discussions on teaching needs and approaches. Provide support and advice for Directors of Studies and oversee arrangements for reviews of performance of post-holders. Engage with College Lecturers to agree the balance of supervising, directing studies and other duties to be undertaken.
- Oversee delivery of the College's undergraduate teaching system to the highest academic standards and support the academic progress and development of all undergraduate students
- In collaboration with the Postgraduate Tutor, oversee the continued development of a thriving community of postgraduate students
- Act as Secretary to, and set the agenda for, the Education Committee and Academic Planning Committee and advise the College Council on all educational matters
- In collaboration with the Admissions Tutor, the Postgraduate Tutor, the Directors of Studies and the Tutorial & Admissions team, lead the College's strategy for recruitment of undergraduates and postgraduates both nationally and internationally, promoting diversity and widening participation



## Student development and support

- Develop and implement policies and procedures for undergraduate and postgraduate health, welfare and wellbeing, including out-of-hours emergency cover and student disciplinary framework. Ensure these policies are effectively communicated
- Identify and make recommendations to Council on new appointments of Tutors; train and manage Tutors
- Recruit, train and manage the College Nurse and Counsellors and the Tutorial & Admissions Office
- Chair the Tutors' Committee. Be prepared to assist any Tutor and the Tutorial & Admissions Office on any particularly complex or difficult pastoral matter or one which raises important issues of policy or precedent, and take responsibility for dealing with such cases
- Work closely with the representatives of undergraduate and postgraduate students to ensure their views and interests are represented and fully considered in College decision-making processes. Ensure their election procedures are fair and inclusive.
- As Chair of Undergraduate Grants and Awards Committee, make decisions on the award of internally funded scholarships, bursaries and hardship funds
- Serve as the College's Office of the Independent Adjudicator contact, the PREVENT and Disability Liaison lead and oversee safeguarding at the College (the Admissions Tutor is the safeguarding lead)

## Liaison with the University

- Represent the College on all relevant University and inter-collegiate committees including actively contributing to the Senior Tutors' Committee
- Build and maintain good relationships with key parts of the University for example the Disability Resources Centre and the University Counselling Service
- Keep abreast of national and University policies and relevant developments in wider

Higher Education, incorporating the best ideas into College academic strategy

## Other

- The Senior Tutor is an ex officio member of various College Committees such as Finance Committee
- The Senior Tutor is expected to undertake such other duties as may be reasonably required by the Principal acting on behalf of the College Council
- The following report directly to the Senior Tutor: all Directors of Studies and College Lecturers, the Admissions Tutor, the Postgraduate Tutor, Tutors. The Senior Tutor has line management responsibilities for the Tutorial & Admissions Office Manager, the College Librarian and the College Nurse and Counsellors. The Senior Tutor shares a part-time assistant with the Postgraduate Tutor

## Person specification

Strong candidates will be able to demonstrate the following essential criteria:

### Qualifications

- Educated to Doctoral level
- Hold an academic (teaching and research) record at the level required of a Cambridge University Teaching Officer

### Skills, knowledge, and experience

- Able to work collaboratively with Fellows and senior officers of the College, with sensitivity to academic governance in a collegiate setting. Willing to learn from and draw on the expertise of others
- Experience of getting agreement through committee structures
- Able to provide inclusive leadership and strategic vision
- Proven experience in managing, motivating and supporting academic and non-academic staff
- Able to deal with and shape responses to change and uncertainty and take timely decisions
- Able to process large amounts of technical and legal detail, take decisions about what

must be done and identify where there is flexibility

- Experience of contributing significantly to student pastoral needs, and welfare and mental health issues, demonstrating empathy and taking action
- Experience of actively promoting inclusion and diversity
- An able negotiator and influencer, willing to have tough conversations and be robust when necessary
- Excellent interpersonal skills with the ability to work with and through a wide range of people and to build good rapport with academic staff, staff and students
- An effective and empathetic communicator
- Able to represent and promote Newnham College in a range of high-profile contexts in particular within the University committee structures

### Personal attributes

- Possesses resilience, tact and diplomacy
- Has a calm, warm and approachable manner which instils confidence
- In sympathy with and committed to the ethos and aims of Newnham College



### Desirable criteria

- Experience of governance in a Collegiate University at an academic level; or transferable experience from operating in another complex structure where authority is dispersed rather than unified
- Experience of attracting and assessing high quality academic appointees

- Good financial awareness

## Terms

This is a substantial, full-time role with extensive responsibilities. We expect the incumbent to devote 100% of their working time to their work as Senior Tutor; or, at the minimum, 80% if they wish to continue their academic work during their tenure. Any combination of jobs they undertake must not exceed 100% of their working time.

This post can be offered as a job share with the total combined paid responsibilities of each job share partner not exceeding 100% of the working time of each partner. Those wishing to apply for this post as a job share must identify their job share partner before applying and submit a joint application.

Appointments will be subject to references which the College deems satisfactory, a satisfactory DBS check and production of documents proving the right to work in the UK.

Appointments are subject to the Senior Members handbook and College policies, procedures, statutes and ordinances.

The College has adopted the University's policy of an Employer Justified Retirement Age at age 67.

It is expected that the post-holder will live within reasonable travelling distance of the College

## Salary

The post will be remunerated at a level equivalent to point 68 on the University's single salary spine, which is £73,779 per annum, pro-rata if the successful applicant wants to take up the 80% option.

## Pension

The post-holder will be enrolled in the Universities Superannuation Scheme.

## Fellowship

This appointment is open to men and women. The College statutes require that if a woman is appointed, she shall be elected a Fellow of the College. If a man is appointed, he is given the privileges of a Fellow including attending and speaking at meetings of the Governing Body. He will become a Senior Member of the College.

## Annual leave

25 days per year, plus eight public holidays. It may be necessary to work on public holidays which occur during Term time.

## Probation

The probationary period for this role is 12 months.

## Period of appointment

Once probation has been successfully completed, this is a permanent post.

## Benefits

- Seven meals a week free of charge, plus an evening meal free of charge when attending scheduled meetings.
- Membership of the Senior Combination Room.
- Child Care Scheme which can assist with the costs of caring for children both pre-school and during their school years.



## How to apply

Please submit to the Principal's Secretary ([Claire.berryman@newn.cam.ac.uk](mailto:Claire.berryman@newn.cam.ac.uk)) by the **closing deadline of 12 noon UK time on 29 November 2021**, the following documents:

1. A covering letter summarising your interest in the post and providing evidence and examples of your ability to match each of the criteria outlined in the Person Specification

2. A comprehensive curriculum vitae giving details of education, qualifications and experience.
3. Names and contact details of 2 professional referees to whom immediate reference may be made.

In addition, please separately submit a completed Equal Opportunities form to [HRManager@newn.cam.ac.uk](mailto:HRManager@newn.cam.ac.uk) or post to the HR manager at the same address as above.

## Selection process

Candidates will be assessed against the person specification for the role to draw up a short-list.

Those short-listed will be invited to attend the College on **Monday 24 January 2022** for a tour and a day of meetings with various College constituencies including the Fellowship, the Vice-Principal; the Bursar; Tutorial & Admissions Office staff; the Postgraduate Tutor; the Admissions Tutor and the MCR and JCR Presidents.

On **Thursday 10 February** short-listed candidates will return to give a presentation to Governing Body and attend a formal interview with the selection panel.

The appointment will be made in **March 2022** with the incumbent starting in **September 2022**.

For further information about Newnham College, please see [www.newn.cam.ac.uk](http://www.newn.cam.ac.uk)

Informal enquiries about this Post can also be made to the Principal, Alison Rose, or the Vice-Principal, Dr Barbara Blacklaws either by emailing [hrmanager@newn.cam.ac.uk](mailto:hrmanager@newn.cam.ac.uk) or by ringing 01223 335806.

The College actively supports equality, diversity and inclusion and encourages applications from all sections of society. We particularly welcome applications from a Black, Asian and Minority Ethnic background for this vacancy as they are currently under-represented at this level in the Collegiate University.

The College has a responsibility to ensure that all employees are eligible to live and work in the UK.

