



Trinity College, Cambridge, was founded in 1546 by Henry VIII. Professor Dame Sally Davies is Master and there are around 190 Fellows covering most branches of learning. There are approximately 740 undergraduate and 350 postgraduate students.

Applications are invited for the appointment of the new post of Deputy Senior Tutor. The successful applicant will be responsible for the oversight of the welfare provision and management of day-to-day issues concerning students in College. This involves working closely with the Tutors, Mental Health Adviser, College Nurse and Chaplains to deliver an appropriate and effective welfare service in College. The role also involves engaging with other stakeholders across the university (such as EAMC, OSCCA, ADRC) to ensure that the College's provision is consistent with the requirements on the University and the University's regulators. The Deputy Senior Tutor reports to the Senior Tutor who, in turn, is responsible for reporting on these matters to Council.

The postholder will become a Fellow of the College and will be expected to dedicate 20% of their time to undergraduate teaching and research. The post is tenable for 5 years in the first instance with the possibility of renewal.

## Key responsibilities

- Taking overall responsibility for student welfare provision and policy, ensuring that consistent and robust systems are in place;
- Line managing the non-academic staff responsible for delivery of welfare provision;
- Being first point of contact for Tutors and others such as the Fellows for women, LGBTQ+, and Ethnic Diversity, in relation to student welfare concerns;
- Overseeing College welfare support that fosters resilience and confidence in students;
- Making recommendations to Council, through the Senior Tutor, on welfare policy and resourcing;
- Ensuring, in consultation with the Dean where appropriate, that student behaviour is in line with College policies, including respect, diversity and inclusion;
- Working in conjunction with the Dean of College in relation to welfare dimensions of discipline cases involving behavioural/interpersonal issues.

Specifically, the Deputy Senior Tutor role involves:

### 1. Team management

- Supports undergraduate and postgraduate Tutors (10);
- Leads and manages the Head of Tutorial Services, Mental Health Advisor & MH Team, and College Nurse, ensuring administrative support is appropriately resourced and structured and that the team is effectively managed;
- Liaises with College staff such as the Head Porter, Housekeeper and Health and Safety Adviser regarding student welfare and safety protocols.



## 2. Student Welfare

- Regularly reviews student welfare needs and makes strategic recommendations to Council via the Senior Tutor on student welfare policy and resourcing;
- Oversees the Freshers' Week programme, in conjunction with the Dean, the relevant College departments and the student unions, ensuring a smooth student transition to the College. This also includes attending the Redit day event and addressing the parents and ensuring the necessary arrangements are in place for the student dinners, such as Matriculation dinner;
- Oversees the College's systems of student support to ensure a consistent integrated approach and checks that the services provided by the College meet student needs, including appropriate resources for counselling, CBT, disability support and student experience;
- Liaises with Director of Studies over student transfer requests;
- Guides, liaises with and supports Porters, Tutors and the Dean with challenging welfare and disciplinary cases, with personal involvement in the most challenging cases as necessary;
- Liaises with the Dean to ensure that student behaviour conforms with expectations in respect of equality and diversity, tolerance and other matters and that College policies are in line with these expectations;
- Maintains up-to-date knowledge of national medical and welfare service provision for students to ensure coherency with College provision and approach and acts as liaison with the College's contact at ADRC;
- Liaises with the House Committee, Accommodation Office and members of the Tutorial team to ensure appropriate undergraduate housing and student facilities are in place;
- Responds to tutorial emergencies including attending out of hours if Tutors are not available, working with the porters and welfare team to assist students.
- Act as cover Tutor when covering for colleagues on sabbatical leave.

## 3. College and University Compliance

- Verifies all student appeals, and signs off on, requests for review to EAMC and OSCCA;
- Maintains oversight of arrangements for student examinations, student complaints and formal complaints of an academic nature;
- Deals with FOI and data access requests concerning students;
- Acts as contact point for ADRC;
- Shares responsibility with the Junior Bursar and Council for ensuring that the College has a robust safeguarding framework;
- Acts as Prevent Lead for the College;
- Ensures the relevant College policies (listed below) are kept up to date.

## 4. Miscellaneous

- Attends key social functions in College and elsewhere which involve supporting students, including speaking at open days for sixth formers where this is needed;
- Covers for the ST when ST is not available to attend key meetings;
- Must be in residence during Term time and other periods (e.g. before the start of each term) as required.



## Skills

The Deputy Senior Tutor:

- Must be able to produce coherent, timely, understandable and persuasive committee papers including the analysis and presentation of data;
- Shows initiative in respect of the development of policies and ideas to improve the College's provision for welfare and student support;
- Must be familiar with working and enjoy the confidence of colleagues in an academic community;
- Must have excellent communication skills with an ability to communicate at different levels (e.g. students, tutors, academics, university bodies, regulators);
- Must have empathy where necessary and an ability to set clear boundaries;
- Must have an understanding of, and a commitment to, the College's primary mission of education and research and have experience of teaching and research within their own academic field.

## Teaching and research

The DST is expected to devote 20% of their time to learning, research and publications in their field of expertise. Specifically, this involves:

- teaching of undergraduates for 4 hours per week to include at least 2 hours of supervision. Any shortfall may be made up by offering study skills sessions as part of the Academic, Personal and Professional Development programme. The total hours should not exceed 4 hours. Adjustments to stipend will be made for any underteaching.
- Assisting with the direction of studies of undergraduate students, which involves advising students on their studies, arranging their supervisions, encouraging their progress and providing letters of reference. The need to direct studies will depend on the postholder's specific subject area. There will be additional stipend for this work.
- Participate in the admissions process. This involves carrying out admission interviews, usually over the course of one week after the end of Michaelmas term, and taking part in the ensuing selection meetings. There will be additional stipend for this work.
- Researching and publishing in their relevant field.