



TRINITY COLLEGE CAMBRIDGE

Further Particulars for the role of

**Head of Academic, Personal and
Professional Development**

May 2023

JOB DESCRIPTION

Job Title: Head of Academic, Personal and Professional Development

Department: Tutorial

Reports to: Director of Tutorial and Academic Services

Purpose of the role:

To coordinate a programme of activities and resources that support all students, focusing on undergraduates' academic transition to study at degree level by equipping them with skills and strategies that enable them to thrive academically but also support their personal, social and professional development in preparation for their lives beyond Trinity.

Key Accountabilities

- Day-to-day responsibility for the development, organisation, and delivery of the College's academic, personal and professional development programme. This includes monitoring and researching the effectiveness of various modes of support by gathering and analysing feedback and adapting the programme to the evolving needs of students.
- Manage all practical arrangements and resources required to deliver the various elements of the programme, within an agreed budget. This includes communication with students and colleagues, organising an annual schedule of events (planning and bookings) and arranging individual mentoring as appropriate.
- Provide tailored 1:1 academic and study skills support to individual students who self-refer or may be referred by their Tutors or Directors of Studies.
- Plan, develop and deliver pre-sessional and term time seminars, workshops and other activities (e.g. group study sessions) for undergraduate students, covering a range of academic and study skills support. Areas covered include time management, note-taking, essay writing, how to get the most out of supervisions, exam preparation and, for some of our international students, social and academic English skills.
- Recruit and train (as appropriate) a small team of study skills supervisors and mentors to assist in providing appropriate 1:1 support, workshops or other events that support the overall objectives of the programme.
- To provide advice to Tutors and Directors of Studies on the needs of individual students, including the preparation and oversight of learning plans where specific additional support may be required.
- In consultation with the undergraduate admissions and outreach team, support the College's widening participation strategy to ensure equality of educational opportunity for all those admitted to the College and helping to develop projects that aim to bridge school and university learning for Trinity offer-holders.
- Support and develop initiatives that will enable students to successfully transition from student life to working life. As well as embedding relevant skills into the core activities of the programme, this will include working with the College's Alumni Relations & Development Office on mentoring schemes and liaising with the University's Careers Service.
- Create and maintain web-based information and resources on the relevant section of the Student Hub.
- Support the welfare provision in College by signposting students to others, as appropriate, including Tutors, the Wellbeing & Mental Health Advisor or the University's Accessibility and Disability Resource Centre.

- Work with other members of the College (including Graduate Tutors and the Postdoc Society) to establish initiatives for postgraduate students, at Master's and PhD level, to help them transition from undergraduate to postgraduate study, learn new competencies and assist those who may feel isolated within the graduate community.
- Attend relevant training, conferences and workshops and carry out desk-based research to keep abreast of developments in academic skills and inclusive teaching and learning practices and ensure that the development and delivery of the programme is informed by such research. Participate in networking meetings across the wider university (e.g. through the Centre for Teaching and Learning) to share ideas, collaborate on joint initiatives and explore new opportunities to enhance the College's academic, personal and professional development programme.
- Present an annual report to the Education Committee.

PERSON SPECIFICATION

Experience:

- Experience of designing and delivering programmes within an HE context
- General teaching experience
- Specific experience of teaching effective study practices e.g., academic writing, report writing, research skills, time management
- Understanding of supporting students from under-represented backgrounds and those for whom English is not their first language
- Research experience
- Autonomous working; setting up own systems
- Ability to manage a team

Skills:

- Advanced IT skills and experience of electronic data management including Microsoft Office applications (notably Excel and Word);
- Effective notetaking and computer keyboard skills;
- Ability to produce teaching resources in different media (written and audio-visual) using emerging technologies;
- Ability to write concise, accurate and logically structured reports;
- Ability to achieve thoroughness and accuracy when accomplishing a task, applying meticulous attention to detail whilst maintaining occasional strict deadlines;
- Ability to work calmly under pressure and the initiative to prioritise workloads effectively;
- High level of interpersonal skills; sensitivity in dealing appropriately with others and with difficult or delicate situations;
- Excellent verbal and non-verbal communication skills and the ability to respond appropriately in different contexts;
- Ability to handle and protect confidential and sensitive data with integrity;
- Excellent organisational skills and ability to use initiative, providing students and colleagues with advice and solutions to routine day-to-day problems or issues as they arise;
- A team player with the ability to build good working relationships and share knowledge with team members;
- Willingness to seek advice and attend any training required to enhance job skills;

Qualifications:

- At least Master's level, preferably PhD
- Teaching qualification desirable

Additional requirements:

- Flexibility to work outside normal working hours

EMPLOYMENT DETAILS

Rate of Pay:	In the range of £42,000 - £52,000 per annum.
Hours:	36.25 hours per week.
Probationary Period:	6 months.
Holiday:	25 working days per annum plus 8 public holidays.
Meals:	Free lunch is provided for staff whose duties cover this period when working in College.
Pension scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Private Health Care:	The College provides free health care currently through membership of Aviva. Membership of a dental care scheme is also available. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff, offer regular outings to places of interest, and organises functions including a Christmas event.
Cycle to work Scheme:	A tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, maximum limits apply after successful completion of their probationary period, subject to certain limitations.
Employee Assistance Programme:	To support staff emotional and physical wellness, we provide free access to an employee assistance scheme, available 24/7.
Childcare:	Access to a workplace nursery, subject to places being available.
Access to College:	The College is unable to provide parking on site. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. Many members of staff cycle to work and the College may be able to provide covered cycle parking.
College Punts:	Use of College punts at a subsidised rate.