



St Chad's College

**INVITING APPLICATIONS:
ASSISTANT SENIOR TUTOR
(PARENTAL LEAVE COVER – 0.5 FTE)**

ABOUT ST CHAD'S

St Chad's is a distinctive independent college within Durham University. A separate registered charity with its own governing body, its origins date back to 1904 when it was created as a Church of England foundation to enable the ordination of clergy from poorer backgrounds. Today it is a vibrant and progressive academic community, home to 550 students, including 150 postgraduates. St Chad's welcomes students and staff of all faiths, cultures, nationalities, and educational backgrounds. Its ethos is friendly, traditional, and forward-looking.

St Chad's historic buildings are situated on a World Heritage Site, adjacent to Durham Cathedral. Students and staff live and work side by side, sharing the life of a multigenerational and interdisciplinary scholarly community. The College has a strong tutorial system and is one of very few colleges to have academic research staff based within its community. St Chad's students are high achievers, regularly securing the highest academic results among the Durham colleges

JOB DESCRIPTION

We are now inviting applications for the fixed term post of Assistant Senior Tutor (parental leave cover) mid-April 2019 – mid-March 2020. Our Vice-Principal & Senior Tutor will be on parental leave and the successful applicant will take on some of her duties as detailed below. Other duties will be assumed by other members of staff.

Reporting to the Principal, the postholder will support the College Officers in implementing the University's and College's wider student experience strategy aims of 'enabling our students to become independent, mature learners responsible for their own development, health and wellbeing, assist them to overcome obstacles to their academic progress, and build their capacity for navigating challenges in the future' and 'optimising wellbeing and creating an inclusive environment for all students' within the particular context, ethos and mission of St Chad's College.

DUTIES AND RESPONSIBILITIES

- Provide student support by offering appropriate advice, information, encouragement and where necessary referral to appropriate internal and external support services.



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- React appropriately and effectively to student crises, including liaison with health service and professional support services.
- Advise and signpost students as and when required regarding the College's and University's relevant policies and procedures, including but not limited to academic progress, mental health, fitness to study, sexual violence and misconduct, and appeals, complaints and discipline.
- Undertake appropriate liaison with academic departments and the University's professional support services on issues of academic progress, concessions and other support provided to students (including consideration of application for Access and Hardship funds).
- Assist as required in recruitment activities, including Open Days and Post-Offer Visit Days.
- Support the delivery of Freshers' week and arrivals events, in liaison with student representatives and staff from across the College and University.
- Undertake all other duties appropriate to the grade and role, as directed by the Principal.

PERSON SPECIFICATION

The successful candidate will be a friendly and motivated individual with a passion to see students from diverse backgrounds progress academically, overcome challenges and develop as mature, well-rounded individuals equipped to engage with difference. They will be an effective communicator with a strong sense of professionalism and sympathetic to the College's Christian ethos.

Essential skills, abilities and experience

- A Bachelor Degree qualification or the equivalent.
- Demonstrable evidence of excellent and effective communication and interpersonal skills, both verbal and written, with attention to detail.
- Ability to efficiently and independently manage a high and varied workload.
- Ability to take decisions independently and use professional judgement
- Ability to work within a team and independently, working within and maintaining professional boundaries.
- Ability to listen to and support Higher Education students from a range of backgrounds and cultures, report conversations accurately, act appropriately and promptly, and distinguish the types of issues that should be resolved in College from those that can only be resolved by other agencies.
- Familiarity with pastoral support provided by the University outside the colleges (e.g. Disability Support, Counselling, Careers, etc.)



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- An excellent understanding of issues associated with confidentiality and an ability to balance confidentiality with the need to share information appropriately.
- Willingness to work occasional evenings and weekends to support the delivery of college activities and initiatives.
- Experience of working directly with students in a Higher Education context.

Desirable skills, abilities and experience

- Some knowledge and understanding of the Durham Colleges.
- Experience of working in a multicultural environment.
- Experience of supporting people with complex needs.

CONDITIONS OF EMPLOYMENT

The post is half time (17.5 hours per week) although flexible including a willingness to work more than this in term-time and less in the vacation period in consultation with the Principal. The post is available on a fixed term basis, to start on or as soon as possible after mid-April 2019, up to mid-March 2020, with some flexibility around start and end dates.

Salary and Grade

The role is a grade 6 of the St Chad's College pay scale and salary will be between £26,243 and £33,199 (pro rata).

Pension

The postholder will be eligible to join the USS pension scheme, which is contributory.

Meals

Collegiate meals are provided free of charge in the College communal dining rooms in term-time for the better performance of college duties.

Holidays

30 days annual holiday (pro rata) plus statutory holidays in addition to University statutory and customary holidays.

For informal enquiries, contact Dr Margaret Masson at m.j.masson@durham.ac.uk



THE APPLICATION PROCESS

The application should include:

- Letter of application, indicating fulfilment of essential and desirable criteria
- Current Curriculum Vitae
- Names and contact details of two referees (including current or most recent line manager)

Applications should be submitted by email to m.j.masson@durham.ac.uk

The deadline for applications is January 31st 2019. Interviews are expected to be held during the week of February 11th