



St Chad's College
Durham University

We are recruiting!

We seek an

Assistant Principal (Student Support)

12 months Parental Leave Cover



Assistant Principal (Student Support) – Parental Leave Cover

About St Chad's

St Chad's is an independent college within Durham University. It is a vibrant, distinctive academic community of over 600 students, including 150 postgraduates, belonging to all disciplines, welcoming students of all faiths and beliefs, all cultures, nationalities, and backgrounds.

A separate registered charity with its own governors, its origins date back to 1904, when it was created as a Church of England foundation to enable the ordination of clergy, who might not otherwise at the time gain access to higher education. St Chad's today is still animated by the same aspirations for service and inclusion, and this Anglican Christian tradition continues to shape our culture today which is friendly, inclusive, intellectually curious and forward thinking.

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 Durham colleges to have academic research staff based within it. As an intellectual community, St Chad's is supported by a 250-strong Senior Common Room, including the College's distinguished honorary and research Fellows.

St Chad's students are motivated to be high achievers, and regularly secure outstanding academic results. Around their studies, they are encouraged to take part in programmes to promote volunteering and service in the wider community and region, especially where there is disadvantage, and to support the College in its outreach with schools to raise educational aspiration in children and young people, so that as in the past they consider coming to Durham and St Chad's.

Outside undergraduate term-time, St Chad's runs a full programme of commercial events, hospitality, and conferences. St Chad's is committed to delivering the highest possible standards of service to all its stakeholders.

At August 31 2023, the net assets of the College, including its historic buildings, stood at £14.4m and annual income was £3.5m, with approximately 50 members of staff.

Job Description

We are now inviting applications for the fixed term post of Assistant Principal (Student Support). This post is to cover a period of parental leave from 1 January 2025 to 31 December 2025.

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.

This post is available on a part time basis between 0.5 and 0.7 FTE.

Reporting to the Vice 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.

The post holder will liaise regularly with a variety of stakeholders and service providers from across the College and University including academic departments and specialist support services. The post holder will be a core member of the College's Student Support Team and will be responsible for implementing student support policy and procedure across a wide variety student circumstances. The post holder will also play an active role in the delivery of the College's Tutor system at St Chad's College.

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.)
- An excellent understanding of issues associated with confidentiality and safeguarding, 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.
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Desirable skills, abilities and experience

- A postgraduate qualification.
- 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 part-time (0.5 - 0.7 FTE) based on a full-time working week of 35 hours and is flexible, with the ability to work more than this in term-time and less in the vacation period in consultation with the Vice Principal. The FTE (0.5 – 0.7) is intentionally flexible with priority being given to the appointment of the most suitable candidate. We welcome discussion with candidates who wish to explore options within this FTE bracket.

Salary and Grade

The role is within grade 7 of the St Chad's College pay scale and salary is £37,099 FTE (£25,969 at 0.7).

Pension

The postholder will be entitled to become a member of the USS pension scheme.

Holidays

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

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 susan.mather@durham.ac.uk. For informal enquiries, contact the Vice Principal, Dr Victoria Brown (victoria.h.brown@durham.ac.uk).

The deadline for applications is 11.59 pm on Sunday 3 November 2024. Shortlisted applicants will receive an invitation for interview by Thursday 7 November 2024 and interviews are expected to be held during the week commencing Monday 11 November 2024. 7 days notice of interview will be provided and interviews in-person are preferred.