



HUGHES  
HALL

UNIVERSITY OF CAMBRIDGE

CANDIDATE INFORMATION PACK

DEPUTY SENIOR TUTOR

*Admissions*



# WELCOME

Hughes Hall has enabled non-traditional students to access a Cambridge education for over a hundred years.

Hughes Hall was founded in 1885 to change Cambridge, to change the lives of those who studied here and, through them, to bring about positive change in society through the transformative power of education. As we approach the College's 150<sup>th</sup> birthday, we are updating that vision for the future, building on the unique and special College that we already have.

Our College is founded on clear values: inclusion, innovation and impact. These values are mutually reinforcing, and they run through everything we do. They are the basis of our offer to our students, researchers, staff and senior members. And to our strategic partners and benefactors.

Like our founders, we want to transform the College and, through it, the lives of the people who come to learn, to teach and to do research. And through them to change society for the better.

**Sir Laurie Bristow, President**

Drawing upon the values of our foundation, we remain committed to offering opportunities to students with the skills and ability to thrive here, regardless of their background, and to support them to achieve to their full potential during their time with us.

We are looking for someone that shares our commitment to widening access to Cambridge at the undergraduate and postgraduate level to join our inspirational, international and vibrant community. The Deputy Senior Tutor will be a key role within the education team at a time of transformation and growth for the College as a whole.

**Dr Tori McKee, Senior Tutor**









# THE COLLEGE

Hughes Hall is one of the largest constituent colleges of the University of Cambridge and is the oldest graduate college.

Joining Hughes Hall means being part of a dynamic and progressive College with over 150 staff, 250 [Fellows](#), and around 900 students, predominantly postgraduates, from around 80 countries.

Hughes Hall is [located](#) in the heart of Cambridge, an oasis of calm near the busy and beautiful city centre, halfway between the railway station and the market square. Our main site is a quiet and secluded group of buildings set around the University cricket ground and just around the corner is Mill Road, well known for its cosmopolitan atmosphere and many shops and cafés.

All of our staff and members, from administrators and tutors to housekeepers, chefs and directors are part of a professional, supportive and intellectual force at the centre of the University. In our many ways, we contribute to supporting the people, learning and research at Hughes Hall as well as a wider determination to change the world for the better.

Part of this work is realised through our [Bridge](#) initiative which leverages the College's multidisciplinary perspective, international nature, and external focus to help turn brilliant ideas into lasting change.

The Bridge also incorporates four exciting Centres of innovation and impact, each addressing significant global issues from climate change and education technology to oracy and digital innovation. You can find out more about the research and impact going on in our [Centres](#) and how we are working to change the world for the better.

These hubs of academic and professional innovation are having a wide-reaching influence, drawing global attention to Hughes Hall, and are one aspect of a large, vibrant, friendly and ambitious community supporting one another in the pursuit of excellence to bring about real change and growth in the College, the city and the world.

For more information:

- Visit the [College website](#)
- Watch a video about [Life at Hughes](#) and take a [Virtual Tour](#)
- Meet some of [our students](#)
- Read about [Our People](#) and [Fellowship](#), [Our Purpose](#) and [Our History](#)
- Take a look at our [Events](#) and [News](#)
- Learn about our [Bridge](#) Initiative, [Research Centres](#) and our wider [academic endeavours](#).



# PATHWAYS

Pathways is an innovative and cohesive programme offered to all our students, supporting them to develop the skills that will help them succeed academically, engage with their communities, and thrive beyond their time at Cambridge.

We are committed to providing our students with the skills and resources they need to achieve to their full potential.

The College has recently developed a new blended learning programme, Pathways, to support our students at all stages of their student journey, from the application stage through to graduation and beyond. This includes a programme to help offer holders, particularly those from non-traditional backgrounds, to confidently make the transition to Cambridge, and thrive once they are here.



The Pathways Programme is an innovative, cohesive, and impactful programme offered to all our students, with content grouped into three Pathways:

- i. **The Pathway to Learning** supports students' academic success by fostering independent learning, critical thinking, and creative problem solving.

- ii. **The Pathway to Living** encourages personal development alongside a sense of community and citizenship.
- iii. **The Pathway to Leading** equips students with the tools they can take into the workplace and their future lives.

The Programme employs a blended learning approach, in line with emerging best practice in teaching. Content will be delivered in four modes:

- Online interactive modules incorporating material in multiple formats
- Group workshops and classes (in person and virtual)
- Peer-to-peer learning (e.g., discussion groups, peer mentoring)
- 1:1 consultations

Our inclusive and flexible delivery of teaching materials is designed to encourage independent learning and student empowerment. Students can decide what and how to learn, access relevant training when needed, and engage fully with the programme regardless of accessibility needs.







# JOB DESCRIPTION

## **JOB TITLE**

Deputy Senior Tutor (Admissions)

## **REPORTS TO**

Senior Tutor

## **JOB PURPOSE**

The Deputy Senior Tutor (Admissions) is responsible for Hughes Hall's admissions procedures and recruitment, and, in close collaboration with the Deputy Senior Tutor (Teaching & Outreach), the College's widening participation and outreach activities, which are key elements of the College's [vision for 2030](#). This is a crucial position within the College, and the post holder is expected to be able to maintain and develop innovative and effective procedures for managing applications, whilst also working with the Senior Tutor, Head of Education Services, Admissions Coordinator, and Student Recruitment and Outreach Officer on the College's strategies and communications around recruitment and widening participation.

Currently, Hughes Hall receives around 250 undergraduate (mature) applications, 150 for Graduate Course in Medicine and 700 postgraduate applications per application cycle. The postholder will be expected to work with the Admissions Coordinator and wider admissions team in processing these applications across the year, selecting students and responding to relevant admissions enquiries and disputes.

In addition, the College also runs recruitment programmes and events aimed at prospective applicants and participates in centrally-organized events within the wider University, to which the postholder will be expected to contribute alongside the Deputy Senior Tutor (Teaching & Outreach) and Student Recruitment and Outreach Officer. The postholder will also liaise with the College's MCR and other student representatives, and will be expected to establish collaboration with students, Fellows, Directors of Studies and the wider academic and tutorial team to ensure an efficient and effective recruitment and admissions in line with the College's commitments to widening participation and equality, diversity and inclusion.

## **LOCATION**

Hughes Hall  
Wollaston Road, Cambridge, CB1 2EW.

## **FELLOWSHIP**

The post holder will be eligible for election to a Fellowship of the College and will be a member of the Governing Body and therefore a trustee of the College, which is a charitable foundation.

In accordance with the College's Statutes any Fellow who is a member of the Governing Body shall vacate their Fellowship and shall retire from any employment with the College at the end of the academic year (30 September) in which they reach the age of 67.

## **HOURS OF WORK**

0.7FTE, variable hours to be agreed with the successful candidate

## **SALARY**

£45,585 – £56,021 (spine points 49-56, Grade 9) (pro-rata)

## **PROBATION PERIOD**

This post is subject to a probationary period of 12 months.

## **PENSION**

This post is eligible for the Universities Superannuation Scheme (USS).

## **ANNUAL LEAVE**

25 days' annual leave plus public holidays. Adjusted pro rata for part time hours.

## **FURTHER BENEFITS**

Details can be found [here](#).

# JOB DESCRIPTION

## MAIN RESPONSIBILITIES

### *General Selection and Admission Activity:*

- In consultation with the Senior Tutor, Directors of Studies (undergraduate admissions only), and Head of Education Services, develop, implement, review and, as necessary, revise the College's admissions strategy in line with the College's strategic plan, ensuring that the admissions strategy is inclusive, fair, evidence-based, and data-driven.
- With the Admissions Coordinator, collect and analyze data and trends in applications, admissions decisions and academic outcomes to inform continued development of the strategy.
- Manage the admissions process and work with the Admissions Coordinator and admissions team in relation to assessing applicants, interviewing candidates, making offers, and collaborating and negotiating with Directors of Studies (within College), Admissions Tutors (across colleges), and the central University administration, while ensuring appropriate policies are implemented and adhered to.
- Review and support the arrangement of medical assessment of candidate applications affected by medical/disability factors, in conjunction with the Head of Welfare and Wellbeing, College Nurse, Senior Tutor and others.
- With the Admissions Coordinator, monitor application and offer numbers against planned numbers and admissions strategy through the admissions cycle.
- With the Admissions Coordinator and Senior Tutor, ensure prompt, and thorough, handling of feedback to unsuccessful applicants, complaints and administrative problems.
- Attend (and where appropriate chair) weekly admissions team meetings, scholarships committees and other tutorial meetings.
- Prepare with the Admissions Coordinator and Head of Education Services quarterly reports on recruitment and admissions, and annual reports on the outcome of the admissions process for the College Council to inform annual review of recruitment and admissions.
- Serve as an ex-officio member of the College's Admissions Committee.
- Represent Hughes Hall on all admissions related matters within the wider University and beyond. This includes being the Hughes Hall representative at Admissions Forum and Postgraduate Tutors' Committee.

### *Undergraduate Admissions:*

- Screen applications in conjunction with the Undergraduate Admissions Administrator and Directors of Studies to make decisions on whether to interview applicants.
- Collaborate on interview questions and participate in interview panels as required.
- Help to ensure all mature colleges have at-interview assessments in place for candidates.
- Attend pool meetings and post-interview rounds.
- Respond to the more complex email queries from prospective candidates.
- Along with the Undergraduate Admissions Administrator, ensure that new interviewers have been made aware of training opportunities, and experienced interviewers are kept up-to-date of changes in practice or new initiatives.
- Work with the Admissions team and Compliance team to ensure compliance with legal aspects of student offers and applications.

### *Graduate Course in Medicine (CGCM) Admissions:*

- Liaise with the communications team to ensure the CGCM admissions and funding information on the College's website is up to date.
- Respond to admissions queries on the CGCM, in agreed rotation with colleagues at the three other colleges admitting to this course (Wolfson, Lucy Cavendish and St Edmund's).
- Score all applications according to criteria agreed among the four admitting colleges and the Clinical School.
- Attend admissions meetings at the Clinical School to rank applicants and select those to be interviewed at Hughes Hall.
- Interview candidates in conjunction with other admitting colleges and the Clinical School.
- Attend decision meetings on offers at the Clinical School.
- Attend management meetings at the Clinical School on admissions issues (typically 9 per year).



# JOB DESCRIPTION

## **MAIN RESPONSIBILITIES CONT.**

### *Postgraduate Admissions:*

- Lead on strategic planning around postgraduate admissions.
- Work with the admissions team to ensure a smooth and orderly postgraduate admissions process.
- Review admissions documentation provided to candidates from time-to-time to ensure it is clear and accurate.
- Contribute to public-facing postgraduate offer-holder events online.
- Contribute to tours of the College for prospective candidates and offer-holders, and in University open days for postgraduate students.
- Support the answering of specific queries from applicants and offer holders, especially those of a complex or sensitive nature.
- Manage interactions with departments related to complex applications/applicant circumstances.
- Review applicants' documentation and make decisions on the offering of College places to applicants, especially complex applications.
- Liaise with contacts for various courses requiring special arrangements for accommodation and induction (e.g. part-time courses and those with early start dates).

### *Recruitment, Widening Participation and Outreach:*

- Work with the Senior Tutor, Deputy Senior Tutor (Teaching & Outreach), Student Recruitment and Outreach Officer, and communications team to shape, plan and deliver marketing and recruitment activity, including marketing and publicity activity like the College's prospectus, website, social media channels, and identifying new opportunities for recruitment activity.
- Maintain a deep understanding of University and national policies and initiatives in order to incorporate appropriate activity and meet set targets.
- Work with the Senior Tutor, Deputy Senior Tutor (Teaching & Outreach) and Student Recruitment and Outreach Officer to devise and conduct recruitment initiatives, events and publications, and monitor impact.

- Proactively manage non-standard enquiries and /or concerns from teachers and prospective students.
- Attend recruitment events hosted by the College, and relevant events by the University.

### *General Responsibilities:*

- In conjunction with the Senior Tutor and their leadership team (Deputy Senior Tutor (Teaching & Outreach), Head of Educational Services and Head of Welfare and Wellbeing), establish good collaboration and shared working to ensure efficient delivery of admissions, recruitment and student services.
- Liaison with department administrators on process and policy implementation.
- Undergo relevant training as required.

### *Other Responsibilities:*

- The post-holder will also be expected to take on 0.5 Tutorial load (30 students).
- The post-holder will also be expected to act as Director of Studies for at least one undergraduate subject.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.





# PERSON SPECIFICATION

## ESSENTIAL

### Education and experience

- Higher degree or equivalent professional experience.
- Experience of interviewing and assessing applicants for study as part of university admissions processes.
- Experience working with students in a higher education setting, specifically providing pastoral support.

### Skills and abilities

- An understanding of current practice and policy within higher education admissions
- Strong understanding of confidentiality and equality, diversity and inclusion issues
- Understanding of complexities of delivering welfare support, including financial, mental health, wellbeing, and disability support, in the higher education setting
- Understanding of duty of care, safeguarding, and data protection requirements in the higher education context
- Ability to produce written reports to a high standard
- Ability to offer teaching in a subject currently studied by undergraduates at the University of Cambridge.
- Excellent interpersonal skills including a high level of proficiency in verbal and written communication
- At ease gaining the trust of, and working

with, a wide range of students, including mature and international students

- Ability to manage confidential issues and to remain discreet, calm, diplomatic and professional
- Willingness to work flexibly and work additional hours when needed, particularly during the admissions period
- The ability to contribute as a Governing Body Fellow and Charity Trustee at Hughes Hall.

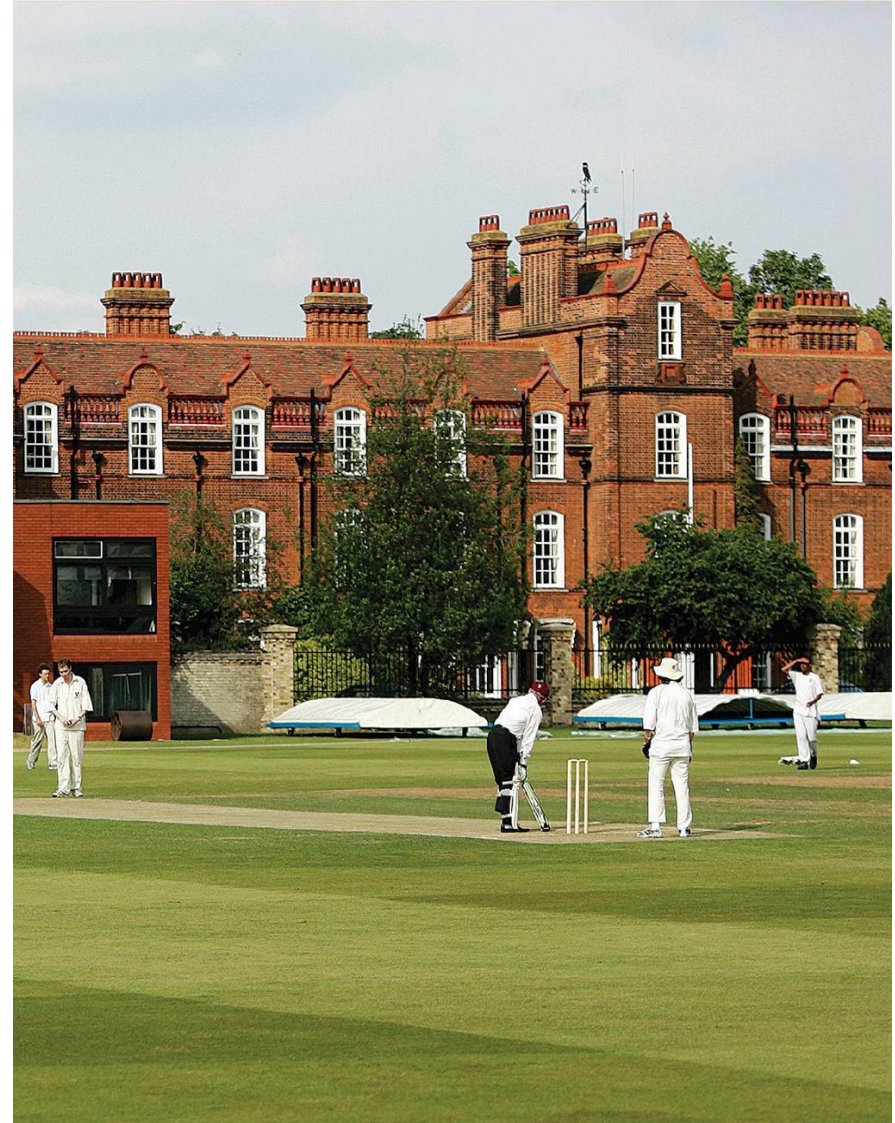
## DESIRABLE

### Education and experience

- A PhD or equivalent and evidence of forthcoming or existing publications.
- Experience of developing and delivering admissions strategy

### Skills and abilities

- Knowledge of the Cambridge system and of the needs of mature students and international student body, and the implications on support services
- Knowledge of the routes to higher education undertaken by students who are 21+
- Skills in using video-conferencing and social media platforms.
- Ability to motivate and inspire, and to address problems head-on when they arise.









# TERMS AND CONDITIONS

## EQUALITY

Hughes Hall values diversity and is committed to ensuring equality of opportunity.

The College welcomes expressions of interest and applications from candidates from all communities and a diversity of backgrounds. You are also encouraged to complete the College's Equality and Diversity Form. Hughes Hall values diversity and is committed to ensuring equality of opportunity.

## HOW TO APPLY

For further information, please click [here](http://www.hughes.cam.ac.uk/about/vacancies) ([www.hughes.cam.ac.uk/about/vacancies](http://www.hughes.cam.ac.uk/about/vacancies)).

To submit an application for this vacancy, please complete the job application form and include a covering letter outlining how you meet the job description and person specification. All documentation should be emailed to [hr@hughes.cam.ac.uk](mailto:hr@hughes.cam.ac.uk).

The closing date for applications is **Wednesday 8th May at midday**. Interviews will be held at Hughes Hall, Cambridge during the week commencing 20th May.

For an informal discussion about the post, please contact Dr Tori McKee, Senior Tutor on [senior.tutor@hughes.cam.ac.uk](mailto:senior.tutor@hughes.cam.ac.uk). If you have any questions about the application

process, please contact the HR Manager on [hr@hughes.cam.ac.uk](mailto:hr@hughes.cam.ac.uk).

For a taste of life at Hughes Hall, watch our recent College video [here](http://www.hughes.cam.ac.uk/applying/life-at-hughes) ([www.hughes.cam.ac.uk/applying/life-at-hughes](http://www.hughes.cam.ac.uk/applying/life-at-hughes)).

## SCREENING CHECK REQUIREMENTS

The College has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Any offer of employment will be subject to the College verifying that you are eligible to work in the UK before you start work.

If you are invited to interview, you will be asked to bring original documents from [List A](#) or [List B](#) and a copy will be taken; alternatively, if you hold a 'digital immigration status', your [Share Code](#) will be required to access this status online.

## DATA PROTECTION

Any information given will be processed for employment selection and statistical purposes. To understand how your personal data will be processed during the application process, please see the [Data Protection Statement for Job Applicants](#).







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