



HUGHES  
HALL

UNIVERSITY OF CAMBRIDGE

CANDIDATE INFORMATION PACK

DEPUTY SENIOR TUTOR

*Teaching & Outreach*

# 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 (Teaching & Outreach)

## **REPORTS TO**

Senior Tutor

## **LOCATION**

Hughes Hall  
Wollaston Road, Cambridge, CB1 2EW.

## **JOB PURPOSE**

The Deputy Senior Tutor (Teaching & Outreach) will lead on key projects relating to operationalising the College's [2030 vision](#), reporting directly to the Senior Tutor. Currently these include the college's innovative new Pathways programme of co-curricular activities to support students' academic & transferrable skills development and developing the college's outreach and widening participation strategy, however these are expected to change and develop over time. In addition to this, the post holder will be a member of the Senior Tutor's leadership team and, along with the Head of Education Services and Head of Welfare and Wellbeing, will deputise for the Senior Tutor during periods of absence and as part of the term-time welfare on call rota.

## **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**

37.5 hours per week Monday to Friday (with occasional evening and weekend work for which time in lieu will be given)

## **SALARY**

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

## **PROBATION PERIOD**

This full-time 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.

## **FURTHER BENEFITS**

Details can be found [here](#).



# JOB DESCRIPTION

## MAIN RESPONSIBILITIES

### *General duties:*

- Provide strategic oversight of the Pathways programme of co-curricular activities to support students' academic and transferrable skills development. In addition, the post holder will be responsible, with the Head of Student Development, Pathways team, and Senior Tutor, for co-shaping the direction of the project as it expands into new parts of college life and the wider community.
- Leading the College's widening participation and outreach strategy. This will include working with the Deputy Senior Tutor (Admissions), Admissions team and Student Recruitment and Outreach Officer to consolidate and further existing work. The post holder would also be expected to develop new strategies for outreach and student recruitment that target institutions and sectors of society the college has not previously engaged with.
- Working with the Development Office and other members of the team to submit funding bids and attract philanthropy to cover the costs of the Pathways programme and other WP and outreach initiatives.
- Taking a strategic view of the College's teaching activities as a whole and developing initiatives to amplify good practice and bring our educational activities in line with the 2030 vision. This will include consultation with those who oversee and deliver teaching in the College, the Welfare Team, and collaboration with other colleges and departments in light of the University teaching review and WP strategy. The post holder will also be expected to foster expertise sharing with other universities and monitor developments in the higher education sector as a whole.
- Working with the Senior Tutor to identify and drive forward new strategic initiatives relating to widening participation, equality, diversity and inclusion, student support, skills development, retention and attainment, as college and University priorities determine.
- The post holder will act as line manager for the College's Teaching Officers, and, with the Senior Tutor, will Chair termly Directors of Studies meetings.

### *Teaching and research responsibilities:*

- In addition to their core role, postholders with relevant teaching and research expertise will be invited to deliver teaching with the college, and work in partnership with university departments to conduct research relevant to the

college's 2030 vision.

- The teaching component would include the delivery of undergraduate supervisions in a subject in which the College regularly admits students. The post holder would also be expected to act as a Director of Studies in their subject.
- The research component would involve the postholder conducting primary research and developing a publication record on a topic related to the college's 2030 vision. In order to facilitate this, and recognising that primary research is the responsibility of faculties and departments, the Deputy Senior Tutor would be expected to hold a formal affiliation with an academic department, which would allow them to carry out research projects designed to provide an evidence base for the College's activities. Topics might include educational inequalities and their origins, the impact of college outreach activities on broader society or the career progression of our graduates. The post holder would be required to submit funding applications hosted within a department to cover research costs. In a broader sense, the postholder would be expected to translate and integrate academic research into the College's initiatives in enable it to reach its vision.

### *Other Responsibilities:*

- Attend Student Welfare and Finance Committee.
- Attend as an ex-officio member of the College's Admissions Committee.
- With the Senior Tutor, Head of Welfare and Wellbeing, Head of Education Services, and College Nurse, manage student casework and chair support meetings as required. This will include handling sometimes very sensitive personal and potentially legal matters with appropriate care and consideration.
- The post holder would also be expected to take on a 0.5 Tutor load (30 students).
- Contribute to induction days at the start of the academic year.
- Undergo relevant training as required.

A flexible attitude to working practices is required, as some tasks might need to be performed out-of-hours.

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 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.

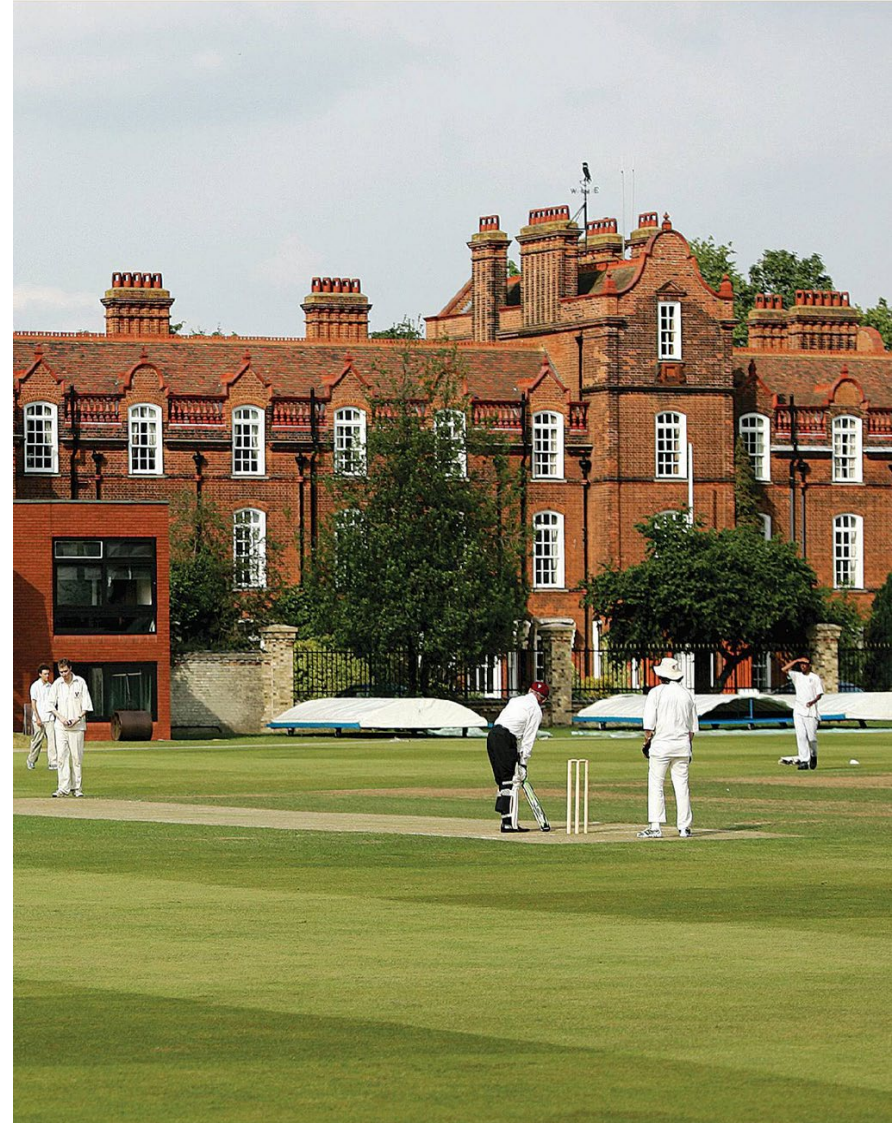
## DESIRABLE

### Education and experience

- A PhD or equivalent and evidence of forthcoming or existing publications.

### 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.
- Knowledge of current legislative and regulatory frameworks relating to access and widening participation, and skills development.
- 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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