Further Particulars
Senior Tutor


Nature of Contract: Full time, 37.5 hours per week (permanent)

Reporting to: Principal

Direct Reports: Academic Registrar
Academic Projects Manager
Admissions Administrator

Green Templeton College (GTC) is the University of Oxford’s newest college, having been formed on 1st October 2008 through a merger of the former Green and Templeton Colleges. We are international in membership and outlook as well as lively and supportive in spirit, with an intellectual agenda which emphasises issues relating to human welfare.

A graduate college with approximately 600 students, 250 fellows and 60 members of staff, we aim to lead the way in postgraduate education at the University of Oxford. We plan to be truly contemporary: friendly, informal, outward-looking, and future-focused – but in a traditional Oxford setting. Our students have an average age of 29 and come from about 80 different countries of the world. They mainly specialize in medicine & health; business & management; and applied social science.

GTC is situated between the Radcliffe Observatory and Observatory Street on Woodstock Road, within easy walking distance of the City Centre, the Saïd Business School, and the University Science Area.

Main purpose of role:

The focus of this post is to provide an environment in which students can flourish and to lead the College in developments which help to improve the student experience.
The appointee will be a Fellow of the College, a member of its Governing Body and a member of the Principal’s Executive team.

The Senior Tutor is the Governing Body Fellow responsible for overseeing student academic affairs, and for advising the Governing Body and other Committees on student-related matters. He/she will be involved in the governance of the College, will represent the College in the University’s Conference of Colleges and in the wider University through membership of relevant committees. To fulfil the role, it will be essential for the Senior Tutor to maintain an overview of all policies relating to students and to be the authority within the College with regard to the Statutes and Ordinances of the university.

The Senior Tutor will work across the community of students, fellows and staff to ensure that GTC students are provided with the support they need. He/she will be the champion for the relevant activities of the College such as the ‘Future Leaders’ academic initiative which aims to marshal resources, training and facilities to launch students in their future careers.

**Specific Responsibilities:**

- Advising the Governing Body on all aspects of the student experience at GTC
- Oversight of the induction of new students
- Development, organisation and oversight of the College’s systems for monitoring and supporting students, specifically the College Adviser system and Collections
- Conduct of Collections, together with the Principal and Vice-Principal
- Award of scholarships, prizes and other forms of student financial support
- Assisting the Principal and other colleagues in the creation and fund-raising for new scholarships
- Collaboration with Dean, Welfare Dean and Academic Registrar on student welfare policy and its implementation
- College Champion for the relevant academic initiatives such as the one on ‘Future Leaders’
- Chair of the Fellowship Committee including consideration and preparation of bids for association with new University posts, along with other related fellowship work
- In collaboration with the Academic Registrar, oversight in managing cases of students with problems and any submissions to the University for special provision or consideration
- The disability lead for the College
• Conduct of the annual student feedback survey and annual postgraduate taught students’ feedback on their courses
• Development and oversight of College academic programmes (which currently include Medical Teaching, Coaching and Quantitative Methods)
• Student number planning with the Principal and the Academic Registrar
• Co-ordination with the Principal regarding references for students
• Member of various working groups, such as the Annual Fund, Nautilus Awards etc
• Other tasks as may be assigned by the Principal or as evolve over time

Person Specification
The attributes below are desirable. Any skills and abilities beyond those listed which are felt to be relevant to the post should be mentioned in your application.

1. Personal skills and abilities

• A caring personality who understands how to motivate and support students
• Excellent written communications skills
• Excellent verbal communication skills with proven success in influencing and negotiating at all levels
• A high level of IT literacy particularly with Microsoft Office applications
• Ability to work collaboratively and to lead small teams
• Flexibility with a positive approach to change and new challenges
• A high level of self-motivation and ability to exercise judgement in sensitive situations

2. Knowledge

• An honours degree or equivalent qualification/experience – a PhD is preferred
• An up to date understanding of the education and qualification systems used in the UK
• A good understanding of issues relevant to higher education, healthcare and/or business management

3. Experience

The appointed candidate will have direct experience of teaching and student administration, probably through a similar role in another College or an education leadership position (such as an education dean’s position) in another University. Previous employment in a research-intensive university will be valuable since an
understanding of graduate research and the needs of taught graduates is essential for this position.

**Assessment of Performance**

The successful applicant will discuss with the Principal the criteria for the assessment of his/her performance in terms of targets and timescales.

**Terms and Conditions of Employment***

Employer: Green Templeton College. The College is an independent employer and does not automatically apply University of Oxford employment terms and conditions or policies.

Reporting to: Principal

Location: The successful applicant will be based on the site at Green Templeton College, Woodstock Road, Oxford, OX2 6HG. The post may require travel to and work at other college sites.

Hours: 37.5 hours per week. The post requires dedication to work such hours as are necessary to fulfil the responsibilities of the role. Substantial flexibility will be required at various points throughout the academic cycle.


Holiday: 38 days per annum, including Bank Holidays.

Pension: The post is pensionable and the post holder eligible for membership of the USS, a contributory pension scheme.

Duration: Permanent contract with the expectation that the holder will remain in post for at least 5 years.

*Free lunches, tea and coffee are provided when the kitchens are open.
**Parking is available on site on a first come first served basis. This is not a contractual benefit and may be removed if the needs of the College change.
**How to apply**

Please submit the following, quoting job reference number GTC-121 to hr@gtc.ox.ac.uk

A curriculum vitae giving details of relevant achievements as well as your educational and professional qualifications.

A covering letter that summarises your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification

Details of your latest salary, notice period and names and contact details of two referees. We will assume that we are free to approach referees at any stage of the application process unless the applicant states otherwise. Please state such requirements explicitly alongside the details of the relevant referee(s);

Telephone contact numbers, which will be used with discretion.

It is possible, but not preferred, to send applications by post to Human Resources Department, Green Templeton College, Woodstock Road, Oxford OX2 6HG.

**Recruitment Timetable**

The closing date is Tuesday 5\textsuperscript{th} December at 12 noon. Interviews will take place in w/c 18\textsuperscript{th} December 2017, but as there are several staff members involved in the selection process it will not be possible to alter the interview date, once agreed.

In the interests of economy we will only contact those candidates who have been shortlisted for interview and they will be informed by telephone or email. Applicants are welcome to telephone or e-mail to check the progress of their application.

**Data Protection**

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 1998 and the University’s Data Protection Policy.

**Travel Expenses**

The College will reimburse receipted travel expenses to interview at the rate of a second class rail fare, within the UK.