Further particulars for the post of
Tutor for Undergraduate Admissions
Requirement

St John’s College wishes to appoint a Tutor for Undergraduate Admissions to ideally start with effect from 1 March 2020.

St John’s College

St. John’s College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk

Principal Responsibilities and Duties

Job title: Tutor for Undergraduate Admissions

Department: Undergraduate Admissions Office in Director of Education & Senior Tutor’s Department

Responsible to: Director of Education & Senior Tutor

Job Purpose: To lead the strategic development of undergraduate admissions and outreach at St John’s College to ensure that undergraduates of high intellectual potential are admitted to the College, irrespective of school, family or financial background, race, religion, or disability. To work closely with the Director of Education & Senior Tutor, Directors of Studies and Tutors to ensure fair, transparent and effective undergraduate admissions processes in all subjects taught within the College. To build effective relations with a wide range of stakeholders including schools, teachers, students and parents, and charitable organisations concerned with widening access and participation. To deliver a range of events and lectures to different audiences to promote admission to Cambridge. To lead the team of staff in the Undergraduate Admissions Office and to represent the College on key University committees and forums concerned with undergraduate admissions and with widening access and participation.
Principal Responsibilities

Strategic Leadership

- Work closely with the Director of Education & Senior Tutor in leading the development of the Undergraduate Admissions Strategy for the College.
- Develop and implement effective strategies to ensure that candidates of high intellectual potential are admitted to all subjects taught in the College through a fair and transparent admissions process.
- Develop and implement strategies to ensure that the College contributes fully to Access and Participation Plan objectives agreed by the University with the Office for Students.
- Keep fully informed about admissions-related matters in UK higher education. Monitor and respond to broader national trends in applications and admissions.

Widening Access and Participation

- Lead initiatives to widen the pool of applicants to St John’s from members of target communities identified in the current Access and Participation Plan.
- Develop an extensive network of contacts at schools, sixth form and further education colleges, particularly in St John’s link areas (Lambeth, the North West, Telford/Shropshire).
- Attend Higher Education Fairs and other recruitment and widening participation events.
- Plan the College’s programme of Open Days and Taster Days for prospective applicants and encourage academic colleagues to take part in these events.
- Recruit, train and supervise current undergraduates at the College to assist with widening participation.
- Work with Directors of Studies to develop new initiatives to increase applications from Access and Participation Plan target communities and to enable offer holders from these target communities to achieve offers of places at St John’s.
- Ensure that statistical and qualitative data on widening access and undergraduate admissions is collected and analysed annually and used to inform College progress in achieving Access and Participation Plan objectives.

Undergraduate admissions and assessment

- Ensure the College’s assessment of undergraduate applications is fair, transparent and professional and complies with the principles and procedures set out by the Cambridge Admissions Office.
- Oversee the annual undergraduate admissions round and, with support of staff in the Undergraduate Admissions Office and the Academic Administrator Team, ensure that all admissions enquiries are addressed, application forms appropriately processed, and interviewers fully trained.
- Be available for meetings with Directors of Studies and Tutors throughout the admissions period and advise them appropriately.
- Attend and supervise the College’s involvement in the Winter and Summer Pools, using guidance and procedures received from Cambridge Admissions Office.
- Ensure that all offer levels are accurate and consistent and that staff have all necessary information for dispatching offer/rejection letters to applicants.
- Oversee the process of responding to requests from candidates and schools for feedback, dealing with any complaints promptly and referring them up if appropriate.
• Oversee applications for admission to Affiliated Student status (i.e. graduates of other universities reading for a second “first” degree at Cambridge).
• Oversee all confirmation decisions in August in consultation with Directors of Studies and Tutors.

Team leadership and management

• Lead the Undergraduate Admissions Office Team, motivating the team to deliver admissions, schools liaison and outreach activities to a high professional standard.
• Overall responsibility for the recruitment, induction, training, and review of staff in the Undergraduate Admissions Office.
• Set and ensure completion of annual objectives by the Undergraduate Admissions Office.
• Develop and manage annual budgets.
• Work with the Development Office to raise funds to widen recruitment of students from Access and Participation Plan target communities.

Reporting and Committees

• Keep the Director of Education & Senior Tutor briefed on University admission policies and priorities and provide guidance on the appropriate actions for the College in this context.
• Provide regular reports to Tutors on Admissions and on widening Access and Participation.
• Prepare annual reports on Admissions and on Access for the Education Forum, Governing Body and College Council. Develop initiatives to carry out recommendations.
• The Tutor for Undergraduate Admissions attends all Subject Reviews and is ex officio a member of the College Undergraduate Funding Committee, the Education Forum, the Tutors Committee and the Communications Committee.

External

• Act as the principal contact with the Cambridge Admissions Office.
• Foster and maintain professional links with counterparts in other colleges, the University and beyond. Represent the College at the Admissions Forum and in all committees and working parties convened for intercollegiate liaison on admissions.
• Develop and maintain an excellent network of contacts at schools, sixth form and further education colleges.
• Develop and maintain an excellent network of contacts with University offices, government departments, and charitable organisation concerned with widening Access and Participation.

This list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be assigned.
Person specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

Essential

- Strong capacities to lead the strategic development of widening Access and Participation at St John’s as well as the annual cycle of Undergraduate Admissions.
- Prior experience of Admissions in Higher Education
- Strong academic background
- Ability to command the respect of academic and administrative colleagues
- Strong leadership and managerial qualities
- Experience of setting and achieving targets
- Experience of managing complex organisational processes over an annual cycle
- Excellent interpersonal skills
- Excellent organisational skills, with an ability to prioritise and delegate effectively
- Outstanding communication skills, both oral and written
- Clear abilities to present information to a wide variety of public audiences
- Capacities to interpret statistical and qualitative data, write reports and make recommendations on the basis of the evidence presented
- Good financial awareness and experience in managing budgets
- Abilities to build relations with governmental and charitable sectors

Desirable

- Experience of working in a collegiate university
- Current valid driving licence

Terms and Conditions

- **Length of appointment**: the post is offered for a period of five years.
- **FTE**: The role is 1.0 FTE but applicants who wish to combine the role with other academic responsibilities will be considered;
- **Salary**: the stipend offered will be £58,089 per annum (pro rata for those working less than 1.0FTE);
- **Pension**: the salary is pensionable under the Universities Superannuation Scheme (USS), a hybrid defined benefit/defined contribution pension scheme;
- **Holidays**: Annual paid leave is 30 days per annum in addition to English bank and public holidays, pro rata for those working less than 1.0FTE. The postholder will be expected to work statutory holidays falling in Full Term and take a day-in-lieu.
- **Notice**: The appointment will be subject to an initial probationary period of 12 months during which the appointment may be terminated by one month’s notice on either side. Following
the successful completion of the probationary period, the period of notice would be three months on either side;

- **Relocation expenses:** the College will provide assistance with relocation expenses to an appointee who is required to move home in order to take up the appointment, up to HMRC limits. The postholder is expected to live within 20 miles of Cambridge;

- **Fellowship:** It is intended that the appointee will be elected to a Fellowship of the College (if not currently a Fellow), which carries with it significant benefits (of a non-contractual nature) which include the following:

  o Fellows are eligible to join two healthcare schemes following 3 months’ service:
    
    - A BUPA medical insurance scheme, which is non-contributory for single cover up to the retirement age and contributory for family cover; and
    
    - A Simplyhealth cash-plan scheme, to provide support for day-to-day expenses, which is non-contributory for cover for the Fellow and dependent children under 18 years and provides cover up to the state pension age.

  o Fellows are able to dine and lunch at the Fellows’ Table as often as desired, with ninety meals per quarter (either lunch or dinner) being at College expense;

  o Fellows who fulfil certain conditions about residence may be eligible for single residential accommodation within College which is free of rent (though subject to a service charge) whilst those who live out of College can benefit from either a non-pensionable housing allowance of £620 per month to support the rental of a property (or 50% of rent paid if lower) during the first four years of the Fellowship, or participation in the College’s ‘house purchase scheme’ which is a shared-ownership scheme under which the College will contribute up to £150,000 to the purchase of a property.

**Recruitment Process**

The College is committed to safeguarding and promoting the welfare of vulnerable adults, young adults and children and therefore the recruitment process for this post follows the specific safe recruitment process which is set out in Annex A and which applicants must read and comply with.

Please include in your application:

- A covering letter summarising the skills and expertise you would bring to the role and why the role appeals to you;
- A full Curriculum Vitae;
- A completed application form;
- The names and contact details of three referees who are prepared to recommend you. Applicants are asked to arrange for these three references to be submitted to the HR Department by the closing date.
Applications should be sent:

by email to: recruitment@joh.cam.ac.uk

or post to HR Department, St John’s College, Cambridge, CB2 1TP, England

to arrive no later than **12 noon on Wednesday 21 August 2019**. Interviews are expected to be held during late September.

To arrange an informal discussion with the Director of Education & Senior Tutor, please email recruitment@joh.cam.ac.uk.

Information provided will be treated as confidential and processed in accordance with the College’s Data Protection Policy a copy of which may be obtained from the Data Protection Officer, St John’s College, Cambridge, CB2 1TP.
Annex A

Applications under Safe Recruitment Process

Explanatory Note

The College is committed to safeguarding and promoting the welfare of vulnerable adults, young adults and children which requires certain roles within the College to be recruited to in accordance with a specific safe recruitment process. The post you have applied for falls into this category.

Application Form

Applications will only be accepted from candidates completing the Safeguarding Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

The post you have applied for will involve some degree of responsibility for safeguarding the welfare of vulnerable adults, young adults and children. The extent of that responsibility will vary according to the nature of the position held. Please see the job description for the post.

Accordingly the post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 must be declared.

The successful applicant will be required to complete an Enhanced Disclosure & Barring Service check.

We will seek references on the successful candidate, including references from previous employers, for information to verify particular experience or qualifications prior to confirmation into the appointment.

If you are currently working with vulnerable adults, young adults or children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to vulnerable adults, young adults or children (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with vulnerable adults, young adults or children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with vulnerable adults, young adults or children, your current employer will still be asked about your suitability to work with vulnerable adults, young adults and children, although it may, where appropriate, answer ‘not applicable’ if your duties have not brought you into contact with vulnerable adults, young adults or children.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal, if the applicant has been selected, and possible referral to the police and/or the Disclosure and Barring Service.

Invitation to Interview

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with vulnerable adults, young adults and children.
All candidates invited to interview must bring original documents proving their eligibility to work in the UK. A list of documents that provide this evidence will be provided with the invitation to interview.

**Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references
- verification of eligibility to work in the UK
- verification of identity (ie a full birth certificate)
- verification of qualifications and career history confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body
- verification of professional status (where appropriate)
- a utility bill or financial statement showing the candidate’s current name and address (less than three months old)
- where appropriate any documentation evidencing a change of name
- a current driving licence (including both photocard and paper counterpart where one is issued) - if relevant to the role applied for
- a check of the Children’s Barred List held by the Independent Safeguarding Authority
- a satisfactory Enhanced DBS check
- where the successful candidate has worked or been resident overseas, such checks and confirmations as the College may require in accordance with statutory guidance

*Please note that originals of any documentation referred to above are necessary. Photocopies or certified copies are not sufficient.*

**WARNING**

Where a candidate is:

- found to be on the Children’s Barred List, or the DBS check shows s/he has been disqualified from working with vulnerable adults, young adults or children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the Police and/or the Disclosure and Barring Service.