



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

FURTHER PARTICULARS

TUTOR FOR UNDERGRADUATE ADMISSIONS





ABOUT ST JOHN'S

AN INTRODUCTION TO THE COLLEGE



HOME OF BIG IDEAS

St John's College wishes to appoint a Tutor for Undergraduate Admissions (Admissions Tutor) to provide leadership and management across our outreach, recruitment and admissions activities in relation to undergraduate study at the College.

For over 500 years, St John's College has flourished as an independent and self-determining academic community, whose purposes are education, learning, research, and religion. We address this mission with an unwavering commitment to academic freedom, excellence, and integrity, committed to sustaining and enhancing the College's global renown for scholarship across a wide range of disciplines, and aspiring to be regarded as a beacon of academic excellence.

This is a friendly, warm, and welcoming place with a deep sense of belonging. The College is held in lasting affection by its members, who include around 150 Fellows, about 600 undergraduate and over 350 postgraduate students, some 13,000 alumni worldwide, and by our 250 staff. Our community is a tolerant, inclusive, caring, respectful meritocracy, with genuine joie de vivre. We cherish the diversity of experience, culture, and perspective in members of the College, and the way this enriches our learning and our lives.

We seek to balance how we fulfil our purposes today with our stewardship responsibilities for future generations in the College, and for the wellbeing of humankind and our planet. As one of the largest and most widely known of the 31 constituent colleges in the University of Cambridge, consistently ranked amongst the top three universities in the world, we make an important contribution to the wider University.

Further information about the College can be found at joh.cam.ac.uk.



THE ROLE

SUMMARY

ENABLING ACADEMIC EXCELLENCE



Admitting undergraduate students is central to the College's mission and the Admissions Tutor has a central role in ensuring that we achieve our ambitions. The new Admissions Tutor will refresh and energise our programme for identifying, recruiting and admitting the most talented young people with the ambition, capability and determination successfully to pursue an undergraduate degree here.

At the undergraduate level, we admit at least 165 and a maximum of 172 students each year. This population typically enables us to accept students for most if not all of the undergraduate courses of study offered by the University, to build viable cohorts and to sustain the exceptional collegiate experience which is the hallmark of St John's. We seek an 80:20 balance between UK and international undergraduate students, with international students coming from a wide range of countries. We welcome applications post-A Level or from candidates who intend to take a gap year.

Of our UK students, our aspiration is that 75% of them come from the state sector, in line with national patterns of high achievement in schools and colleges. We attract a large field of excellent independent - school candidates but have more to do to improve our field of state-educated candidates. In the last three to four years we have invested in relationship-building and outreach to build a strong pipeline of candidates from the northern counties (reflecting the College's founding intent); however there is more to do to sustain and embed our recent success in these target areas, which are underserved by the collegiate University more generally. The Admissions Tutor has a critically important role in targeting and building relationships with schools, colleges and academy trusts, to encourage them to recommend St John's to their students of the highest merit and potential.

Our academic ambition is to be in the top-quartile of Cambridge colleges by Tripos results, and we provide exceptional learning support, enrichment opportunities and study facilities to enable our students to fulfil and stretch their academic potential. Admissions plays a central role in our achieving this ambition, including through hosting summer schools, other residential activities and targeted enrichment programmes which help schools with less experience of Cambridge or with narrower curricular provision to ensure that their most talented sixth formers become familiar with and stretched by more challenging content in preparation for A-Level examinations and a Cambridge degree.

This academic year St John's will launch a new website principally developed for potential applicants. Admissions is further supported by our Communications Department in developing marketing and other materials, accessing social media channels, and promoting news stories relevant to the Admissions Department audience.

Our Admissions Tutor will build and inspire a professional staff team, create mutually supportive relationships across the Education Department, work collaboratively with Directors of Studies and other Fellows who make important contributions to dimensions of Admissions (including one or more deputies), provide excellent advice and follow through to relevant College committees and the College Council, and pursue the College's strategic objectives in close harmony with the Senior Tutor. The Admissions Tutor represents St John's in various intercollegiate and University fora, may take on wider representative and committee responsibilities in intercollegiate networks, and ex officio sits on several key committees at St John's.

The Admissions Tutor will also be an active academic so that the postholder can maintain contact with the academic and scholarly community, and because Cambridge admissions is distinguished by academics engaging directly with schools and colleges around recruitment. Therefore 0.2 FTE of the role is dedicated to teaching and research activity.

Admissions is a year-round and intensive commitment for the College. We believe there are opportunities to improve our operational approach, to become more efficient and better at targeting, and to innovate in pursuit of our strategic objectives.





RESPONSIBILITIES

AND DETAILED ROLE DESCRIPTION

ROLE DESCRIPTION

JOB PURPOSE

The Tutor for Undergraduate Admissions (Admissions Tutor) leads the delivery of undergraduate admissions, recruitment and widening participation at St John's College, with the objective of ensuring that undergraduates of the highest academic and intellectual merit and potential are admitted to the College, from a representative range of educationally high-achieving backgrounds across the UK, and from among the very best international undergraduate applicants.

The role includes: the management and operational leadership of the department; ensuring that the Undergraduate Admissions Office offers a consistently excellent service to applicants, schools, colleges and other institutions, Fellows and other members of College; budget and business plan accountability; and intercollegiate and University engagement.

RESPONSIBLE TO

This position reports to the Senior Tutor.
An annual development review is held with the Master and Senior Tutor.

RESPONSIBLE FOR

The Admissions Tutor is responsible for and provides overall leadership for the Undergraduate Admissions Office, which has a professional staff team of three, of whom currently two are direct reports, and in some key areas is further supported by a small number of Fellows, one or two of whom may be appointed to more formal deputy roles to support the delivery of the admissions process at busy times and outreach activities alongside their teaching and research commitments.

WORKING WITH

The Admissions Tutor works in close liaison with the Senior Tutor, with other academic and professional staff in the Education Department, and with other Colleges Officers, departmental staff and Fellows in delivering the undergraduate admissions process and outreach activities.

COMMITTEES

The following committee duties fall within the duties of the Admissions Tutor:

- ex officio member of the Education, Undergraduate Funding and Communications Committees
- Attendance at meetings of the Tutors, triennial Subject Reviews and the Education Forum.

From time to time, significant or innovative projects may require ad hoc Committees to steer them to completion; the Admissions Tutor would normally be expected to be Secretary of such committees where their primary purpose was to deliver admissions- related projects or policies. In common with all Fellows, a degree of committee service is expected beyond the requirements of this College Office.



STRATEGY AND POLICY

THE ADMISSIONS TUTOR WILL:

- by focusing upon the academic calibre and demographic characteristics of undergraduate applicants, offer-holders and entrants, ensure that undergraduates of the highest merit and potential are admitted to the College efficiently, effectively and affordably. These candidates will come from a representative range of educationally high-achieving backgrounds across the UK, in line with the College's undergraduate admissions targets (and those of the University, where alignment with these is agreed by the College), and from among the very best international undergraduate applicants across a range of nationalities and countries of residence.
- monitor the College's performance in undergraduate admissions, recruitment and widening participation within the context of the collegiate University.
- horizon scan to keep the College fully informed about undergraduate admissions, recruitment and widening participation across UK and international higher education, including national and international trends.
- ensure that the College's approach to and performance on undergraduate admissions consistently reflects our emphasis on academic excellence and creating a distinctive collegiate experience.

WORKING CLOSELY WITH THE SENIOR TUTOR, THE ADMISSIONS TUTOR WILL:

- develop and propose to the College's Education Committee and the Council strategy, policies and delivery plans for undergraduate admissions, recruitment and widening participation.
- provide annual report(s) to the Education Committee on recruitment, undergraduate admissions and widening participation, including qualitative and quantitative analysis, in terms of progress against the College's targets and goals; specific commitments and initiatives; and in relation to trends and performance in the collegiate University.

UNDERGRADUATE ASSESSMENT AND ADMISSIONS

THE ADMISSIONS TUTOR WILL:

- ensure that the undergraduate admissions process is fair, transparent, rational, professional and effective, working closely with the Senior Tutor and other academic staff including Directors of Studies.
- ensure that the College's admissions process complies with the principles and procedures agreed by the relevant intercollegiate committees, including in relation to admissions complaints.
- with relevant colleagues including Directors of Studies, ensure that applicants are appropriately selected for interview, in line with College policy, intercollegiate expectations and the College's reasonable interviewing capacity.
- oversee the direction and management of the annual undergraduate admissions round, ensuring that all undergraduate admissions enquiries are addressed, applications appropriately processed and assessed, interviewers fully trained and interviews appropriately scheduled and notified to candidates.
- advise and support Directors of Studies and other interviewers during the undergraduate admissions round.
- superintend the interview process.
- work with the Senior Tutor, other academic staff and Directors of Studies, to ensure that appropriate offers are made and conditional offer levels set, in line with cover ratios agreed by the Education Committee and the education strategy set by the Council (for example, trends or temporary changes in individual subjects).
- as appropriate, lead and superintend the College's involvement in the Winter and Summer Pools, and, with appropriate colleagues, attend the Pools to secure strong undergraduate entrants to the College where the direct field of applicants has been insufficient for the College's requirements and undergraduate admissions objectives.
- direct and manage Admissions Office staff in the management of the end-to-end admissions process, including dispatching invitations to interview and offers of places, the provision of feedback and handling of any complaints.
- oversee confirmation decisions in August, where appropriate in consultation with Directors of Studies and the Senior Tutor.

RECRUITMENT AND WIDENING PARTICIPATION

THE ADMISSIONS TUTOR WILL:

- build strong and enduring relationships with targeted schools and colleges, local authorities, academy chains and teachers across the UK but especially in the state sector and the north of England, and in areas formally or informally linked to St John's College, in line with the admissions strategy and priorities.
- in consultation with the Senior Tutor, recommend to the Education Committee and implement as agreed coherent, efficient and effective programmes of outreach to schools and colleges in target areas to optimise the recruitment of strong and diverse applicants.
- regularly and extensively visit schools and colleges, co-ordinating such work with that of the Schools Liaison Officers(s) and others as required, to encourage and support appropriate applications to the College and University.
- develop and deliver admissions-related talks and other insight and briefings, for delivery outside Cambridge, including admissions conferences, online and in the College at open days and other open events.
- in collaboration with the College's Communications department and in consultation with relevant colleagues, ensure that the College's website, photography, film, social media and hard-copy promotional materials are appropriate, on brand, consistent and impactful.
- in consultation with the Senior Tutor and relevant colleagues, plan and lead the delivery of the College's programme of Open Days and other open events, including masterclasses and residential programmes, for prospective applicants from target groups, recruiting academic colleagues to provide active support for these events.
- recruit, train and superintend current students at the College to assist with recruitment and widening participation.
- foster and maintain suitable partnerships with third-sector and charitable organisations concerned with widening access and participation.
- build a strong relationship with the Development Office to support fund-raising and alumni relations in respect of recruitment and widening participation.



LEADERSHIP, MANAGEMENT AND OPERATIONAL

THE ADMISSIONS TUTOR WILL:

- be the senior accountable member of academic staff for the Undergraduate Admissions Office.
- as such, be accountable for developing and sustaining a cohesive and collaborative culture in the department, and for compliance with College HR, H&S, IT, and other policies.
- build, recruit, develop, lead and manage the professional staff in the Undergraduate Admissions Office, including staff who may be located fully or partly outside Cambridge for the purposes of schools liaison or outreach.
- ensure that the annual plans for the Undergraduate Admissions Office, and their cascade into the annual objectives for departmental staff, are fully supportive of and engaged with wider plans and strategies in the College.
- provide regular support and check-ins for performance against the objectives set for individual staff members and conduct timely and constructive annual staff development reviews.
- support staff to achieve the necessary professional standards and development relevant to their responsibilities.
- develop and manage annual budgets in respect of undergraduate admissions, recruitment and widening participation.
- be accountable for ensuring compliance with all relevant regulatory frameworks applying to the Undergraduate Admissions Office, including safeguarding, copyright, data protection, freedom of speech, and health and safety.

SCHOLARSHIP

- 20% of this full-time role is intended for the pursuit of teaching and research
- the Admissions Tutor will complete their agreed undergraduate teaching commitments (supervision) and progress their research to maintain contact with and standing in the academic and scholarly community.

EXTERNAL REPRESENTATION

THE ADMISSIONS TUTOR WILL:

- represent the College on key University committees, fora and working groups concerned with undergraduate admissions, recruitment, and widening participation
- act as the principal contact and maintain productive relationships with the intercollegiate Director of Undergraduate Admissions and Cambridge Admissions Office, the latter in co-operation with the Undergraduate Admissions Officer
- foster and maintain professional links with counterparts in other colleges, the University and beyond.

OTHER RESPONSIBILITIES

The above description is not exhaustive, and the individual would undertake other appropriate responsibilities if reasonable and asked to do so.

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	DESIRABLE
Qualifications, Knowledge and Experience	<ul style="list-style-type: none">• Outstanding academic background, and a track record in academic teaching and research, with the ability to command the respect of academic colleagues• Deep commitment to, and understanding of, academic excellence, undergraduate recruitment and widening participation• Experience of undergraduate admissions	<ul style="list-style-type: none">• Knowledge of the UK schools and colleges landscape, and international secondary education• Experience of managing complex organisational processes over an annual cycle• Current valid driving licence• Experience of working in a collegiate university
Skills, Abilities and Competencies	<ul style="list-style-type: none">• Excellent leadership skills, demonstrating a collaborative and collegial approach to setting direction and targets, measuring progress and impact, a willingness to innovate and commitment to achieving results in a highly professional, high-performing, and dynamic academic institution the department and to the College• A record of building and maintaining strong networks and professional relationships• Outstanding communication and presentation skills (oral, written, digital), in the day-to-day role and in support of the College's overarching communications strategy• Excellent organisational skills, with an ability to prioritise and delegate effectively• Strong quantitative and qualitative data and analytical skills, with the proven ability to interpret, assess, report and make recommendations on the basis of evidence• Good financial literacy and experience of managing budgets	

TERMS & CONDITIONS

SALARY

The salary will be the equivalent of point 61 of the University of Cambridge pay spine (currently £65,814 per annum)

PENSION

The salary is pensionable under the Universities Superannuation Scheme (USS).

HOURS OF WORK

The College considers the post of Admissions Tutor to be full-time.

Being a visible and active presence in College both during and outside of terms is important to the individual's success in the role. The role requires the flexibility and commitment appropriate to a senior post. Some evening and weekend work is expected, and the Admission Tutor's role involves such commitments at various times during the calendar year, both in respect of applicant recruitment/school and college liaison, and student selection

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.

LOCATION

The College is the designated place of work for this role, and a proportion of time will be spent away from the office for the purpose of school/college and other admissions-related visits across the UK.

OTHER ROLES IN COLLEGE

In due course, there may be the opportunity for the Admissions Tutor also to apply for an additional and separate part-time role of Tutor with a set of students for whom they have direct pastoral responsibility. Subject to opportunity, the Admissions Tutor may also be considered for appointment as a Director of Studies.

RELOCATION EXPENSES

The College will help with relocation expenses for 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

LENGTH OF APPOINTMENT

This post will be offered on an indefinite basis, subject to reappointments in accordance with the College Statutes. There is an Employer Justified Retirement Age for posts within the Fellowship which is 30 September following the member of staff reaching 67 years of age.

FELLOWSHIP

The appointee will be elected to a Fellowship of the College concurrent with their holding the post. The College offers a range of significant benefits to Fellows (which are non-contractual and subject to change) which include those listed below.

- A study room in College.
- Assistance with housing:
 - Fellows who fulfil certain conditions may be eligible for single residential accommodation (a 'residential set') within College which is provided free of rent though subject to the payment of a service charge to cover the provision of utilities and furniture (if this is provided no study room is provided in addition); or
 - a non-pensionable housing allowance to support the rental of a property payable for the first four years of the Fellowship (currently £745 per month or 50 per cent of rent paid if lower); or
 - participation in the College's 'house purchase scheme' which is a shared-ownership scheme under which the College will contribute up to £200,000 to the purchase of a property in the Cambridge region.

- Fellows are eligible to join two healthcare schemes following three 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.
 - Fellows are able to dine and lunch at the Fellows' Table as often as desired, with 90 meals per quarter (either lunch or dinner) being at College expense.
 - Fellows can apply for Teaching and Research Grants to provide assistance with research activities, attending conferences and purchasing books.
 - Fellows may obtain support in the purchase of computer equipment.
 - Fellows may claim reimbursement of expenses of entertainment on behalf of the College up to an allowance limit.
- In addition:
- Fellows are welcome to utilise the College sporting facilities and Fitness Centre.
 - Fellows may be able to gain nomination to the College Nursery.

RECRUITMENT PROCESS

Please include in your application:

- **A brief covering letter** summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- **The enclosed Application Form** completed in full (applications without this form will not be accepted);
- **A full Curriculum Vitae**
- **Names and contact details of three referees** who know you in a professional capacity, one of whom should be your current or immediate past employer. Applicants are asked to arrange for these three references to be submitted to the HR Department by the closing date. If you would prefer not to provide your current employer's reference at this stage, please indicate this. Final confirmation of the appointment is subject to the receipt of three satisfactory references.
- Applications should be sent:
- By email to: **recruitment@joh.cam.ac.uk**

By post to: **HR Department, St John's College, Cambridge, CB2 1TP**

The deadline to apply is **9am on Wednesday 19 February 2025**. Interviews are expected to be held on **13 March 2025**.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Further information is available on the College website: joh.cam.ac.uk/data-protection