Deputy Senior Tutor (Welfare and Wellbeing) at St Catharine’s College

Job Description

St Catharine’s College provides outstanding welfare and wellbeing provision and is at the forefront of collegiate wellbeing initiatives within the University. We have achieved this position due to the incredible pastoral teams we have working within the College.

In order to continue providing the highest level of support to our students and our pastoral teams, we are now looking to appoint to a new Deputy Senior Tutor post, reporting to the Senior Tutor. The successful applicant will undertake duties on behalf of the Senior Tutor relating to student welfare & wellbeing and will have overall responsibility for delivery in these areas for all students within the College.

As well as being an important leadership role, this is an opportunity to work with the Senior Tutor and the pastoral teams to develop a long-term strategic plan for Welfare and Wellbeing at St Catharine’s.

Key responsibilities

Management responsibilities
- Line manages the Head of Wellbeing and the Community Health Practitioner.
- Supports the undergraduate and postgraduate tutors and the Chaplain.
- Liaises with other departments in the College on student welfare matters, such as the Accommodation department, the Dean, and the Porters.

Student welfare and wellbeing
- Overall responsibility for all aspects of welfare and wellbeing support for undergraduate and postgraduate students at St Catharine’s. This will involve working closely with the Health and Wellbeing Team (currently made up of the Head of Wellbeing, the Community Health Practitioner, and the Chaplain), the Tutors (undergraduate and postgraduate), and the Tutorial Office - as well as other student-facing teams within the College, to deliver an appropriate and effective welfare and wellbeing service.
- Engages with other stakeholders across the university which will include the Examination Access and Mitigation Committee (EAMC), the Office for Student Conduct Complaints and Appeals (OSCCA) and all the Student Support Services within the University.
- Oversees the continued development of a strong student health and wellbeing culture, ensuring a consistent and professional approach to all aspects of student wellbeing.
- Collaborates with the Senior Tutor, the Health and Wellbeing Team and the Tutors, to work on improving and reviewing current provision, and developing a long-term strategic plan for health and wellbeing within St Catharine’s.
• Engages with the Health and Wellbeing Team and Tutors to oversee day-to-day issues concerning students. This may include work with individual students, where appropriate, and when these matters cannot be readily handled by the Health and Wellbeing Team or Tutor.

• Evaluates current college policies for provision for welfare and wellbeing. Developing and implementing change together with the Senior Tutor, the Health and Wellbeing Team, Tutors and the Tutorial Office, when needed, and as part of a commitment to continuous improvement of existing practice.

• Assists with the implementation of policies and practices to support students with disabilities.

• Works with student welfare officers on the JCR and MCR.

• Responsible for arranging the College emergency welfare response and cover. This will require overseeing the College response to tutorial emergencies, including attending out of hours if the Duty Tutor requires support, and working with the Porters and Health and Wellbeing team to assist students.

• Responsible for the College Freshers’ Week programme and working with the relevant college departments to ensure an engaging and inclusive welcome to the College.

Administration and Communications
• Works closely with the Tutorial Office Manager to oversee the college bursary processes and allocations for undergraduate students.

• Helps undergraduate Tutors draft Supported Study Plans and maintain a college record of these.

• Oversees the use of the college Fitness to Study procedure or equivalent, working with the Senior Tutor as appropriate, e.g. Senior Tutor chairs from stage 2.

• Advises Tutors and Directors of Studies on applications for Alternative Modes of Assessment and examination arrangements.

• Works with the Tutorial Office to verify and sign off on applications to the Examinations Access and Mitigations Committee, taking advice from the Senior Tutor on more complex cases, as appropriate.

• Deals with FOI and data access requests concerning student welfare and wellbeing.

• Works with the Communications Manager, Health and Wellbeing Team and the Tutorial Office Manager to revise and update information relating to welfare and wellbeing on the College website.

• Advises on external communications relating to key welfare and wellbeing initiatives, as appropriate.

• Reviews requests for visiting speakers on behalf of student members.

• Is designated the Deputy College Safeguarding Lead (the Bursar is the College Safeguarding Lead) and is required to attend the Safeguarding Advisory Group to ensure that the College has a robust safeguarding framework.
• Attends key events in the College and elsewhere which involve supporting students.

• Arranges, in consultation with the Senior Tutor and the Health and Wellbeing Team, an annual away day for Tutors.

**College Committees and College Life**
- Chair of the College Consultative Committee
- Member of the EDI Working Group
- Member of the Safeguarding Advisory Group
- Member of the Student Emergency Response Team
- Member of the Tutor Committee (undergraduate and postgraduate)
- Member of the Governing Body
- Attends regular consultation meetings with JCR and MCR representatives

The Deputy Senior Tutor will be expected to take part in the social activities that help to maintain good relations with all members of the College community, academic and non-academic. The Deputy Senior Tutor is encouraged to attend not only events relating to current students, e.g. matriculation, the annual Commemoration dinner, and termly postgraduate dinners, but also other social occasions that support the College’s network of relations. Many of these events take place in the evening and sometimes at weekends.

**Further Details**
The Deputy Senior reports to the Senior Tutor and will deputise for her when required. This may require attendance at University meetings and taking the lead in certain college Committees.

The post requires a thorough understanding of the challenges of an academic environment and the ability to support both students and pastoral teams to address welfare concerns that may affect academic performance. The person appointed will take the lead in ensuring that the College provides welfare and wellbeing support that will enable our students to fulfil their academic potential during their studies.

The postholder will have to maintain a balance between strategic leadership on wellbeing and a swift response to urgent individual concerns as they arise, supporting and coordinating efforts of the College Health and Wellbeing Team and Tutors as they address particularly complex cases and providing face-to-face support as needed.

The successful applicant will be elected to a College Fellowship which offers additional privileges, opportunities, and responsibilities within the College community. The postholder would also be welcome to explore the possibility of providing supervisions (small group college teaching sessions) if there was a teaching need within their subject area.

The Deputy Senior Tutor will join an established and experienced pastoral team, currently including the Head of Wellbeing, the Community Health Practitioner, the Chaplain, undergraduate and postgraduate tutors.

As this is a new post, the duties associated with the role may evolve according to the requirements of the College.
Terms and Conditions

- Salary: £60-65,000 FTE pro rata, depending on experience.

- The post is part-time and is being offered as a 0.5 FTE - the postholder may hold the position in conjunction with teaching or research commitments within the University. We are ideally looking for someone to be present in College across the week but can consider some flexibility on working days.

- The tenure for this post will be four years with the possibility of permanence, thereafter, depending on the needs of the College.

- This role will require regular in-person meetings with students and other staff members. While hours may be agreed to suit a flexible schedule, the person appointed will be expected to live within 20 miles of the College.

- Holidays entitlement of 33 days per leave year (25 days plus 8 bank holidays). Holidays may not ordinarily be taken at times when student welfare and wellbeing concerns are most pressing (e.g. at the start and end of terms, particularly during exam season in May, June and early July).

- Probation: The appointment will be subject to an initial probationary period of one year.

- The postholder will be required to obtain a satisfactory enhanced DBS check.

Person Specification - Essential Criteria

- Educated to Degree level or equivalent.
- Experience of teaching, advising, and supporting students, in an academic and pastoral capacity, within higher education.
- Must be familiar working with colleagues in an academic community.
- Experience of working with confidential and sensitive information.
- Excellent verbal and written communications skills; facility with electronic communications; awareness of opportunities and limitations of social media in relation to student welfare and wellbeing.
- Able to manage sensitive and confidential issues and to remain discreet, calm, and professional.
- Understanding of duty of care and data protection.
- Appreciation of the range of opportunities available to support and promote positive wellbeing among students.
- The ability to enthuse and engage students and colleagues on current and future wellbeing initiatives.
- Demonstrates a creative approach to developing and enhancing existing wellbeing offers.
- Organisational and administrative skills to co-ordinate a programme of events to enhance life skills, wellbeing, and all-round personal development as part of a well-founded residential higher educational experience.
- Demonstrates flexibility and a collaborative approach.
- Committed to high professional standards and able to embrace change.
- Strong interpersonal and communication skills.
- Able to gain the trust of students, staff, and fellows.
- Approachable and committed to high level of service provision.

19 March 2024