ST BENET’S HALL, UNIVERSITY OF OXFORD

Further Particulars for the post of Senior Tutor

St Benet's Hall seeks to appoint a Senior Tutor who will be responsible for the efficient running of the Hall’s academic affairs from 1st September 2019. The Senior Tutor is also Tutor for Undergraduate Admissions.

St Benet's Hall

Founded in 1897 by Ampleforth Abbey, St Benet’s Hall obtained permanent status as a Permanent Private Hall of the University in 1918. The Hall is part of the collegiate University of Oxford, and interacts with its divisions, faculties, and departments, as well as other Colleges and Halls. The Hall is an academic institution and a social and residential centre for its members. As an academic institution it is dedicated to excellence in teaching and to fostering research of the highest standard.

The Hall has approximately 70 undergraduates (admitted in Classics, History, Human Sciences, Oriental Studies, PPE, and Theology, as well as joint schools involving these subjects) and approximately 25 postgraduate students. There are currently 13 Fellows (of whom 7 are Tutors and Directors of Studies), 10 College Lecturers, and a number of Research Associates. The Hall has two buildings located at 38 St Giles’ and 11 Norham Gardens.

The Governing Body of the Hall is the St Benet’s Trust, a registered charity, and the operation of the Hall is overseen by the Master in close collaboration with the Senior Tutor, the Bursar, and the Fellows. Besides the Master and Fellows Committee, which meets twice a Term, the Hall has a number of committees which deal with different aspects of the Hall’s activities.

One of the Hall’s defining characteristics remains the resident presence of a small community of Catholic Benedictine monks, headed by a Prior, who celebrate the Office and Mass daily in the Hall’s chapel and make a strong contribution to the life of the Hall. A passage from the Rule of St Benedict is read before formal meals as a reminder of the Hall’s Benedictine tradition and ethos.

St Benet’s aims to be a single community in which all members of the Hall have their roles and play their parts. This single community is symbolised by the Common Table of the Hall at which members eat in common without differentiation of status or place. The Senior Tutor is expected, like the other Tutors and Hall Officers, to foster this tradition and to encourage others in fostering it.

The current Master, Professor Richard Cooper, will be retiring from office at the end of the 2018/19 academic year, and the process of appointing his successor has begun.
Job Description

The Senior Tutor is responsible for the academic environment of the Hall, for overseeing the management and delivery of all the Hall's teaching, and for supporting the Tutors and Directors of Studies. As Tutor for Undergraduate Admissions, the Senior Tutor also has overall responsibility for undergraduate admissions to the Hall. The Senior Tutor needs to be a strong and credible advocate for the Hall when representing it in intercollegiate and University forums. The post requires significant organisational, interpersonal, and administrative skills.

The Senior Tutor reports to and works closely with the Master, and also works closely with other Hall Officers and Staff, including the Directors of Studies, the Bursar, the Chaplain, the Dean, the Presiding Fellow, and the Tutor for Graduates. The Senior Tutor has frequent contact with students both formally and socially.

The Senior Tutor represents the Hall within the University on matters of academic policy and practice, and is a member of the University's Senior Tutors Committee and the Admissions Committee.

Given the small size of the Hall, there is no Academic Office, but the Senior Tutor is able to rely on the Hall Administrator and/or the Master's P.A. for assistance with certain duties.

**Academic operation and strategy**

- The Senior Tutor is responsible for presenting academic policy options and recommendations to the Master and Fellows and takes responsibility for developing and reviewing academic policies as required by the Hall.

- The Senior Tutor represents the Hall's interests at relevant University and intercollegiate committees and working-groups, and responds to frameworks and proposals from the Conference of Colleges and the University.

- The Senior Tutor convenes the Hall’s Education Committee, which is concerned with academic policy and administration and with monitoring the progress of undergraduate students.

- The Senior Tutor attends and reports to termly meetings of the St Benet’s Trust and attends and brings relevant business to the Master and Fellows Committee and the Fellows’ Meeting.

- The Senior Tutor is a member of the Graduate Committee (convened by the Tutor for Graduates), which monitors the welfare of graduate students; House Committee (convened by the Bursar), which provides a forum for the consideration of domestic issues; Library Committee (convened by an undergraduate); and the Strategy Working Group (convened by the Presiding Fellow) which assists in planning the size and shape of the Hall and appointments.
Undergraduate Teaching and Welfare

- The Senior Tutor is accountable to the Master for overseeing the delivery of teaching by Tutors, College Lecturers and others.

- The Senior Tutor oversees the recruitment of and support for Tutors and Directors of Studies and of College Lecturers, ensuring that the Hall follows appropriate practices and complies with all relevant legislation.

- The Senior Tutor monitors the academic progress of the College's undergraduate students in collaboration with their Tutors and Directors of Studies and has responsibility for dealing with difficult cases of poor student academic performance.

- The Senior Tutor manages the cases of undergraduates who need to suspend their studies for medical or other reasons. Sensitive and confidential liaison is required internally and externally (including with the University Counselling Service and the Disability Advisory Service).

- The Senior Tutor is responsible for applying for special examination arrangements for undergraduates, including making arrangements for University examinations to be held in College where required.

- The Senior Tutor
  - ensures the effective administration of Collections including the distribution of scripts, arrangements for invigilation;
  - collates collection-marks and marks in First and Final Public Examinations for review by Education Committee, and notifies recipients of Scholarships, Exhibitions, and prizes approved by Education Committee;
  - makes arrangements for Master’s Collections and collates and reviews reports in advance;
  - manages, reviews, and (as necessary) follows up student feedback;
  - ensures payment for tuition by non-stipendiary and external tutors.

Undergraduate Admissions and Induction

- The Senior Tutor organises and administers the annual undergraduate admissions exercise.

- The Senior Tutor organises and takes an active role in the Hall’s Open Days, collaborating with the Tutors and Directors of Studies, and co-ordinating student helpers.

- The Senior Tutor has overall responsibility for developing the Hall’s outreach strategy and its relationships with schools, and for promoting equality of opportunity and social inclusivity by encouraging applications to the Hall by candidates from a wide range of social and educational backgrounds.
The Senior Tutor and the Tutor for Graduates share responsibility for managing and overseeing the arrival and induction of new students, and will liaise with the Master, Bursar, Tutors and Directors of Studies, Librarian, and student officers.

Wider engagement

- The Senior Tutor participates in the social activities that foster and maintain good relations within the Hall’s community and assists in fostering the Hall’s networks of relationships in collaboration with the Master and the Director of Development, attending Guest Nights and alumni events (including Gaudies), and meetings with donors (as requested).

Selection criteria

The successful candidate will have:

- Commitment to the aims, objectives, and academic values of a higher-education institution and to the particular ethos of St Benet’s Hall.

- An excellent understanding of the requirements of university teaching and research, and experience of administrative or managerial responsibility in an academic institution.

- Excellent organisational skills, proven administrative ability, and meticulous attention to detail.

- An interest in the pastoral care and welfare of students, a good rapport with students and those immediately concerned with their welfare, sensitivity to the needs of students with disabilities, and a commitment to building appropriate relationships with the Hall’s student members.

- Experience of committee work and a willingness to work consultatively within democratic structures.

- High-level oral and written skills, and an ability to present information, analysis, and arguments clearly.

- IT skills appropriate for modern and efficient administration.

- Good financial awareness.

- Excellent interpersonal skills, sensitivity to different points of view, and the ability to achieve consensus following debate.

- A commitment to building strong, co-operative, and supportive relationships with the Officers, Tutors, and Lecturers of the Hall.
• A readiness to work co-operatively within the structures and traditions of the collegiate University.
• An interest in developments in Higher Education more widely.

It would be desirable for the successful person to have knowledge and relevant experience of the University of Oxford and its Colleges and collegiate system.

Recent appointees to similar posts in Oxford have included established academics who have wished to refocus their careers to provide strategic thinking, administrative support, and all-round service to a small academic community; and also academic administrators who have worked closely with academics, sharing the values of a collegiate university with a strong tradition, and who now seek a leadership role in serving a small academic community.

Terms and Conditions

The information below is for guidance only and does not constitute a contract of employment.

This is a permanent, full-time post and no other appointments, paid or unpaid, may be undertaken without the approval of the Master.

The required hours are such as are reasonably required to carry out the duties of the post to the satisfaction of the Hall. The normal working week is Monday to Friday, but flexibility will be required at certain times (e.g. during the annual admissions exercise or during 0th Week of Term when collections are administered on Saturdays) and on certain occasions (e.g. Degree Days).

Annual leave entitlement is 30 days to include days when the Hall is closed at Christmas and Easter. Leave is to be taken by agreement with the Master and must be taken outside the academic term and other periods when the Senior Tutor's presence is essential (including the admissions exercise in December, the announcement of A-level results in August, and Open Days in the summer).

The successful candidate will be appointed to an Official Fellowship to be held during the tenure of the Senior Tutorship, which will entitle the Senior Tutor to membership of the Master and Fellows Committee and to take meals at the Common Table without charge on days when the kitchen is open.

Confirmation in post is subject to the satisfactory completion of an initial probationary period of two years.

Remuneration for the post comprises:

• Stipend in the range of £50,000-£57,000 per annum, dependent on qualifications and experience.

• Membership of the Ampleforth Staff Pension Scheme.
Application Procedure

There is no application form.

Candidates are asked to submit their application materials by email in the form of a single PDF file to the Master’s P.A., Ms Christine Gahan (christine.gahan@stb.ox.ac.uk).

Applications are to include:

- Full contact details, including email and postal addresses and a telephone number.
- A covering letter explaining how previous experience, qualifications, and skills fit with the position, by reference to the responsibilities of the Senior Tutor and the selection criteria.
- A full curriculum vitae.
- The names and contact details (postal and email addresses and telephone number) of three referees. References will be taken up for candidates short-listed for interview. Candidates who wish their referees to be approached only if they are in receipt of a conditional offer are asked to state this explicitly alongside the details of the relevant referee(s).

Applications should reach the Hall no later than 12 noon GMT on Thursday, 7th February, 2019. Late applications will not be considered.

Short-listed candidates will be asked to come to Oxford for interview during the week beginning 25th February 2019. Reasonable expenses will be refunded for travel within the United Kingdom, and a contribution to travel expenses may be made to candidates coming from abroad.

Following an offer of appointment, actual appointment will be subject to proof of the right to work in the United Kingdom.

Any queries relating to these Further Particulars should be directed in the first instance to the Master, Professor Richard Cooper (master@stb.ox.ac.uk).

Equal Opportunities

St Benet’s Hall is an equal opportunities employer. The policy and practice of St Benet’s Hall requires that entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure.