



Candidate brief for the position of

SENIOR TUTOR

St Edmund's College, University of Cambridge

March 2025



Berwick Partners
an Odgers Berndtson company



St Edmund's College
University of Cambridge

Message from the Master



Thank you for your interest in applying for the position of Senior Tutor.

St Edmund's is like no other college I know. After 30 years elsewhere in the collegiate system, I was persuaded to move here recently for a number of reasons. First, I encountered a genuine warmth. Now counting some 700 students, St Edmund's has retained the intimacy of its early days when numbers were very much smaller. Second, I was struck by the incredible diversity. With around 85 nationalities, St Edmund's is the most international college in Cambridge and prides itself on its global connections and openness to the world. And third, I was impressed by the students themselves. With an average age of 23, Eddie's students – whatever degree they are pursuing – bring invaluable life experience and a mature perspective to the community.

Taken together, these factors give St Edmund's a powerful alchemy that is treasured by students, staff and fellows alike.

St Edmund's is on an upward trajectory. Our numbers have grown by 40 percent over the last six years. In the same period, we have opened the extensive Mount Pleasant Halls, which offer some of the best student accommodation in Cambridge. And we have rare in-perpetuity planning permission for three new buildings, which will transform our site for generations to come. We have ambitious fundraising plans for student bursaries, with the aim of attracting global talent. Last year, we ranked top of the mature colleges and in the top half of all colleges in the undergraduate examinations.

Having served as a Director of Studies for the last three decades – and at various points as admissions tutor and graduate tutor too – I know first-hand what a Senior Tutor brings to a college: integrity, vision, devotion to students and colleagues, and a commitment to the transformative power of education.

If you hold these values, and share our ambition, we would be delighted to hear from you. We are looking for a dynamic and dedicated colleague to join our senior team, to work with our fellows and staff, and to ensure our students the best educational experience that Cambridge can offer.

This is an exciting moment for St Edmund's. We look forward to receiving your application and hope you might join us on our journey.

Professor Chris Young

St Edmund's College



St Edmund's is a constituent college of the University of Cambridge. It is located northwest of Cambridge city centre on Mount Pleasant, near Lucy Cavendish, Murray Edwards and Fitzwilliam Colleges. Its site consists of a garden setting on the edge of what was once Roman Cambridge, with housing for over 450 students. It has grown considerably over the last 10 years and currently has around 700 students, 200 fellows and senior members, and about 70 staff. Next academic year, around 750 students are expected.

St Edmund's is a college for mature and postgraduate students and as such, it welcomes learners aged 21 or over. The average age of students is around 23. There is a single student body represented by one committee, and undergraduates and postgraduates organise events and socialise together.

The origins of the College lie in the repeal of the Test Act in 1871 permitting Jewish, Non-Conformist and Roman Catholic scholars to return to the University of Cambridge for the first time since the religious revolution of the sixteenth century. As the only full college in Cambridge or Oxford with a Roman Catholic Dean and Chapel, we remain devoted, in word and deed, to this founding moment, which is now more powerful and essential than ever. This drive for inclusion, and a commitment to provide a space where postgraduates, mature undergraduates, and affiliated students from all backgrounds feel welcome within collegiate Cambridge is central to the College's ethos and mission today.

St Edmund's is the only mature college to offer undergraduate degrees in all subjects offered for Tripos examination, as well as accepting postgraduate students on all courses provided by the University. At all levels of study, diversity of intellectual pursuit and belief in the benefits of fostering cross-disciplinary discussion and debate are central to its purpose.

St Edmund's prides itself on being a warm, inclusive and welcoming community. It is one of the most vibrant colleges in Cambridge where 85 countries are represented. Students come from diverse and often non-traditional backgrounds with varied experiences in academia and wider professions. At St Edmund's there are many opportunities to develop interests and excel in the wider Cambridge environment.

The Governing Body comprises 65 fellows who cover a wide range of disciplines. The College is greatly enriched by a large number of bye-fellows and other senior members (academic and non-academic) drawn from across the Cambridge ecosystem who actively contribute to the community in a variety of ways.



Recent developments and the future

St Edmund's continues to expend, with plans to welcome an additional 100 students over the next few years. This increase will be further enhanced through in-perpetuity planning permission which will be used to develop new meeting rooms, offices and accommodation.

In September 2021, St Edmund's began the process of updating its mission and vision. All members of the College were invited to participate in a variety of workshops, and a community framework known as **THRIVE** (Trust – Higher Purpose – Resilience – Imagination – Voice – Enjoyment) was developed to guide the College as its strategies and plans were delivered.

The following mission was agreed:

Empowering global talent to shape the future

St Edmund's College forms global thinkers and leaders who bridge disciplines and cultures to solve humanity's challenges.

It builds a better future by developing, supporting and connecting a community of global talent, within the University of Cambridge, inspired to learn from difference and united in a commitment to improve the future for individuals, societies and the world.

The College has the following aspirations:

- to become the most international college in Cambridge (routinely rather than regularly) and a first-choice college for globally-minded students over 21
- to become a leader in widening access and participation for postgraduates
- to become a college of choice for visiting fellowships from global leaders in their field.

The College's values are:

Open-mindedness, Integrity and Inclusiveness

The Master

Chris Young is Professor of Modern and Medieval German Studies. Until his recent appointment at St Edmund's, he was a Director of Studies and Fellow of Pembroke College, Head of the School of Arts and Humanities and a member of the University's Senior Leadership Team. He has written widely on medieval German literature, is a prize-winning author on the history of modern sport and, in 2024, he co-curated the Fitzwilliam Museum's exhibition on the 1924 Paris Olympics. As part of his university role, he is responsible for the Strategic Partnership with LMU Munich, the DAAD Research Hub for German Studies, and the Global Humanities Initiative.

The role

The successful candidate will be an academic or educationalist with advanced leadership skills.

The role of Senior Tutor is pivotal to the success of any college. With overall responsibility for academic and tutorial matters in their various aspects, they will make a significant contribution to the ethos and standing of the College. They will have a comprehensive understanding of admissions, welfare, educational standards and the organisation of teaching. This requires a genuine passion for the student experience and the ability to put this into action.

The new Senior Tutor will be practical and pragmatic. They will understand and cultivate student and academic life. They will be adept at attuning to the culture of St Edmund's and the University of Cambridge as a whole. And they will maintain a keen awareness of the Higher Education sector in the UK as it goes through a period of change.

The post-holder reports to the Master of the College, with whom they will meet on a weekly basis, and is responsible to the College Council. They will be expected to collaborate closely with other fellows and staff. They lead on the College's provision of academic excellence across undergraduate and postgraduate learning, contributing to two of the four main charitable objectives of the College: Education and Learning.

The Senior Tutor is responsible for overseeing the management and delivery of all college teaching as well as welfare provision and pastoral support for students, student discipline, and for the recruitment, support and guidance of directors of studies and tutors. They are expected to review academic needs of students and enhance the performance of the College.

The role of Senior Tutor is highly visible and vital to the day to day running of the College. Personal presence is paramount. Due to the nature of the role, the incumbent is expected to work predominantly on-site and around the wider University.



The post is currently advertised as a full-time position; however, it could be undertaken at 0.9 or 0.8 FTE, which may suit someone who wishes to pursue research or other activities (academic or otherwise). Coterminous with their role, the Senior Tutor will be elected on appointment to a Title A Fellowship and serve *inter alia* on the College Council.

Key duties & responsibilities

- Completes the duties of the post within the College's statutes and ordinances.
- Maintains high academic standards for students in the College.
- Reports to the College Council on matters relating to the education, discipline and welfare of the students at the College.
- Is responsible for the management and strategic development of both undergraduate and postgraduate student academic, admissions and welfare activity in the College.
- Advises the Master with respect to tutorial and educational developments, for example on new legislation affecting educational institutions.
- Oversees the entire range of the College's teaching and wellbeing activities, including the successful hiring, retention and performance management of all tutors, directors of studies and supervisors.
- Monitors and addresses the risks associated with the College's academic, admissions, and welfare provision.
- Participates fully in the College's business continuity planning. Attends regular meetings with the Master, Bursar, other college officers and relevant staff to discuss college business and participates in the development of the College's strategy.
- Oversees the Tutorial, Admissions and Wellbeing function. Provides guidance, support and training to a number of staff, delegates as appropriate, yet maintains overall responsibility and maintains awareness of significant developments across departments.
- Works with the relevant departmental heads to ensure the College maintains creative and suitable policies and support, taking account of advice/instructions from intercollegiate fora, and of the College's resources and finances.
- Acts as the College's PREVENT lead.
- Engages with college development activities to identify significant fundraising projects to support students, and works closely with colleagues to raise additional resources to deliver the College's aims.
- Attends relevant meetings both internally and externally, representing the College as required.
- Works with colleagues to share best practise and ensures that policies are adhered to.
- Suggests and implements new ways of working and ideas, acts as an advocate for continuous improvement.
- Adheres to Health and Safety policies and procedures.
- Undertakes ad hoc tasks as required.

Person specification

Experience - Essential

- Academic credibility within the context of the University of Cambridge; ability to command the respect of students and colleagues.
- Managerial experience and competence in a higher educational or related setting.
- Experience of processes such as admissions, welfare, educational standards and the organisation of teaching.
- Success in leading and managing teams with an ability to motivate and inspire, particularly in periods of change.
- Knowledge and experience of current issues in education, including widening participation and the principles of inclusion and belonging.
- Awareness (though not necessarily experience) of the particularities of Oxbridge, both in relation to teaching, learning and research and regarding the governance structures of colleges as independent educational charities.
- Experience in committee management and an ability to work collaboratively and build consensus within democratic structures.
- Experience of supporting student welfare and handling complex pastoral situations.

Experience - Desirable

- Experience of creating and maintaining valuable partnerships.
- Experience of evaluating impact and outcomes and taking necessary responsive actions.
- Experience of a collegiate university.

Skills

- Interest in academic values and concerns.
- A passion for and understanding of the student experience that has translated into the delivery of exceptional outcomes for students.
- First-rate interpersonal skills and a track record of having built effective rapport with diverse communities in an educational setting.
- A strong and credible advocate for the College, with a clear alignment with the aims, objectives, and values of the College.
- Financial acumen and budgeting skills.
- Excellent written and oral communications skills.
- Significant management and organisational skills with an ability to deploy resources effectively and deliver strong outcomes in a complex environment.
- Line management of senior colleagues.
- Strategic and innovative.
- Approachability, emotional intelligence, and cultural awareness.
- Flexible and responsive.
- IT literate.



Additional information

Length of appointment

A permanent post with a 12-month probation period.

Salary

£80,209 per annum

- Enrolment in a suitable pension scheme;
- Generous dining rights;
- 25 days' annual paid leave.



How to apply

Closing date for applications: 23:59 BST, Sunday 27th April 2025

Interviews with Berwick Partners: w/c 28th April 2025

Interviews with St Edmund's College: Thursday 19th & Friday 20th June 2025

The preferred method of application is online at www.berwickpartners.co.uk/93552

If you are unable to apply online please email your application to response.manager@berwickpartners.co.uk

All applications will receive an automated response.

All candidates are also requested to complete an online Equal Opportunities Monitoring Form which will be found at the end of the application process.

For **detailed information** on how we process your personal data, please review our privacy policy on our website <https://berwickpartners.co.uk/privacy-and-cookie-policy/>

In line with GDPR, we ask that you **do NOT send us** any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

If you have any queries or would like more information in regard to this document, please contact:

Clare Bromley

Principal Researcher

Berwick Partners

✉ Clare.Bromley@berwickpartners.co.uk

Elizabeth James

Partner & Head of Education Practice

Berwick Partners

✉ elizabeth.james@berwickpartners.co.uk





Berwick Partners
an Odgers Berndtson company

Our UK Offices

London

20 Cannon Street
London
EC4M 6XD

Birmingham

6th Floor
Cornerblock
2 Cornwall Street
Birmingham
B3 2DX

Leeds

10 South Parade
Leeds
LS1 5QS

Manchester

8th Floor
1 Marsden Street
Manchester
M2 1HW

www.berwickpartners.co.uk

Follow us @berwickpartners