GIRTON COLLEGE
UNIVERSITY OF CAMBRIDGE

JOB DESCRIPTION

SENIOR TUTOR

College Background

Since its foundation in 1869, Girton College has led the way in educational empowerment. Founded as the UK's first residential institution for the higher education of women, Girton was part of a global movement for the full participation of women in political, professional, and scholarly life.

Fully mixed since 1979, Girton remains an inclusive and supportive community, with academic excellence, intellectual curiosity, and widening participation at its core. Today, the College is home to around 900 students, 150 Fellows, and over 135 professional and operational colleagues.

Set in more than 50 acres of greenbelt, Girton combines rich Victorian heritage with outstanding contemporary facilities, offering a distinctive collegiate environment just outside the centre of Cambridge. The College provides a holistic educational experience, combining academic rigour with a vibrant cultural and social life, and extensive opportunities for personal development.

Girton's global community extends well beyond Cambridge, with more than 12,000 alumni in 116 countries. Our founding belief remains as relevant today as it was in 1869: that education can transform individual lives and help shape a better, more inclusive future.

Role Purpose and Department Structure

Team/ Department:	Student Services / Academic Division (Office of the Senior Tutor)
Reporting to:	Elected by, and accountable to, the Augmented Council under the College Statutes; works as part of the senior team with the Mistress and the Bursar
Close working with:	The post holder will work closely with the Mistress, Vice-Mistress and Bursar, the Dean, Praelector, the Deputy Senior Tutor for Teaching and Learning, the Head of Student Services, the Head of Welfare and Wellbeing, Tutors and Directors of Studies, the wider Fellowship, and the JCR and MCR

Purpose of Job

The Senior Tutor is the academic lead for Girton College: the Fellow responsible for nurturing academic excellence, inspiring confidence across the Fellowship and student body, and building consensus within a self-governing scholarly community. The role's authority rests on the Senior Tutor's ability to enable and empower Fellows, strengthen Girton's educational and intellectual community, and translate good ideas into practical implementation.

They will oversee the academic division and its supporting structures, represent the College on University and intercollegiate bodies concerned with admissions, teaching, learning and research, and together with the Mistress and the Bursar, help shape and resource the vision, values and strategic plan of the College as one of its three Senior Officers. The Senior Tutor will play a leading role in taking forward the College's 2026 Academic Review, which is currently underway, working with the Mistress and Fellowship to help shape it and translate its findings into tangible, implementable action.

Role Duties and Responsibilities

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive but

highlight the main tasks.

Statute X.6: "The Augmented Council shall appoint a Senior Tutor for a term of years. The Senior Tutor may be re-appointed Senior Tutor as often as the Augmented Council sees fit. The Council shall assign to the Senior Tutor such duties relating to members of the College as it may from time to time determine." (See also Statute II.15(i)(d), which reserves the election of the Senior Tutor to the Augmented Council.)

Academic leadership and the Academic Review

- Play a leading role in taking forward the College's 2026/27 Academic Review, currently underway, working with the Fellowship to help shape it and turn its recommendations into practical, implemented change
- Improve academic structures, culture and outcomes, including Tripos results, in a way that presents academic success and student welfare as mutually supportive
- Keep abreast of University and national educational policy through membership of the Senior Tutors' Committee and its subcommittees, and oversee the flow of business to the Academic Policy Committee and Education Board
- Retain flexibility for the Senior Tutor to remain active in research and/or teaching, in whatever balance is agreed for the role; the College will support this through protected research time and flexibility in the Senior Tutor's future teaching and academic responsibilities

Student experience, welfare and inclusion

- Oversee student progression from admissions to graduation, and the all-round residential educational experience of undergraduates and postgraduates, working with the Deputy Senior Tutor for Teaching and Learning, the Head of Student Services, the Head of Welfare and Wellbeing, and the Fellow for Postgraduate Affairs
- Direct the College's admissions strategy and outreach/widening-participation work, overseeing the Senior Admissions Tutor and working with the Tutors and Directors of Studies on undergraduate and postgraduate recruitment and selection
- Safeguard the quality of teaching and learning, and keep in place a full range of policies and practices supporting student mental health and wellbeing
- Lead the College's drive on equality, diversity and inclusion, supporting those with protected characteristics and creating an enabling learning environment for all
- Manage compliance in relation to admissions, teaching and learning, including chairing the College's PREVENT and Freedom of Speech Committee (Ordinance II.33) and meeting Office of the Independent Adjudicator requirements, and receive and handle complaints

Supporting and developing the Fellowship

- Take the lead in supporting the Fellowship, anchoring induction, mentoring, appraisal, and career development for Fellows in partnership with the Deputy Senior Tutor for Teaching and Learning, the Fellow for Postdoctoral Affairs, the Vice-Mistress, the Mistress, and the People & Culture team
- Manage the balance between teaching, research and administrative commitments across the Fellowship, including for early-career researchers and established academics managing international scholarly reputations
- Sit on the Fellowships Committee

Governance, compliance and external representation

- Serve as a Trustee of the College, contributing to Council business and to the governance of an independent, registered higher education charity
- Represent the College on intercollegiate and University bodies concerned with admissions, teaching, learning, and research
- Work within Girton's non-hierarchical collegiate environment, building a fair and transparent approach

to decisions that affect Fellows and students

Operational and financial leadership

- Hold budgetary responsibility for the academic division and its supporting structures
- Line-manage the direct-report tier confirmed by the current organisational structure: the Deputy Senior Tutor for Teaching and Learning, the Head of Student Services, the Head of Welfare and Wellbeing, Senior Admissions Tutor, the Tutors (UG and PG), and the Senior Tutor's EA
- Host and represent the College at Fellowship and student-facing events as required

General

- The post holder will be required to work in accordance with College policies and procedures.
- The post holder will be expected to participate in training designed to minimise occupational risks. This may include manual handling training, safe use of Display Screen Equipment, PREVENT, GDPR and other data protection training and Health & Safety training as advised.
- Any other reasonable duties as requested by the Council.

Every job description in the organisation will be subject to a review on an annual basis at the time of the Senior Tutor's annual review with the Mistress and may be reviewed as a result of a change in strategic direction or operational requirements.
It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

PERSON SPECIFICATION

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable	Method of assessment
Track record and academic standing equivalent to a higher research degree (e.g. PhD), or equivalent research and teaching experience in higher education	✓		CV and Cover Letter Interview
Formal qualification, training, or experience in academic leadership, governance or management. This could include Principal or Senior Fellowship of the HEA (AdvanceHE)		✓	
Skills and Experience	**Essential**	**Desirable**	**Method of assessment**
Strong research and teaching credibility, with a demonstrable track record of sustained and effective strategic leadership of higher education practice, with extensive impact on high-quality learning at an institutional level	✓		CV and Cover Letter Interview Assessment Exercise References
Cambridge or Oxford collegiate experience, for example as a current or former Senior Tutor, Deputy Senior Tutor, senior Fellow with substantial collegiate governance experience, or a professor/academic leader of a large department, laboratory or comparable structure		✓	
A working understanding of the evolving AI landscape in higher education (rather than advanced technical AI skills), including its implications for examinations, Tripos coursework and the AI-related competencies expected of graduates		✓	

Evidence of and a commitment to continued scholarly research activity and engagement with the postholder's field, and to keep abreast of developments in research and scholarship in that field.		✓	
Experience of working effectively within a collegiate, consultative and non-hierarchical environment	✓		
Knowledge and experience of current issues in Higher Education, including developments in learning and teaching, widening participation, inclusion and belonging	✓		
Understanding of the constraints and opportunities of collegiate university governance systems (Statutes and Ordinances)		✓	
Financial acumen and budgeting skills, as demonstrated through, for example, experience of holding budgetary responsibility	✓		
Experience of leading transformative change at a strategic / institutional level (can be organisational or academic change)		✓	
Personal qualities	**Essential**	**Desirable**	**Method of assessment**
Sound judgement, diplomacy and a strong moral compass, with absolute respect for the confidentiality of sensitive information	✓		CV and Cover Letter Interview Assessment Exercise References
Ability to build confidence and consensus among Fellows, students and colleagues through an empowering, collegiate leadership style	✓		
Outstanding interpersonal skills and the ability to build effective working relationships across a diverse community	✓		
Resilience and sound judgement under pressure, including in confidential or sensitive situations	✓		
Commitment to operate within, and respect for, Girton's constitutional structure and self-governing collegiate culture	✓		
Commitment to equality, diversity and inclusion, and to supporting the welfare of students and Fellows	✓		
A collaborative, non-hierarchical leadership style suited to a self-governing Fellowship	✓		
Personal warmth and visibility within College and University life, both academic and social		✓	

As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.

EMPLOYMENT

Salary	USSS Point 68–72 - c. £84,591 to £95,187 (full-time; exact point not yet recommended by RemCo) (depending on skills and experience; figures are current 2026-27 University Single Statutory Salary Scale values
Working arrangements	Full time; no set hours, a degree of out-of-hours working must be anticipated, with an on-call element shared with the Deputy Senior Tutor(s)
Contract term	Fixed term: five years, subject to the Statutes and Ordinances. Re-appointment for a further term is not automatic and would be subject to a further decision by the Augmented Council.
Continuing employment	Beyond their term of office, the College will work with them to agree an appropriate subsequent academic role, recognising their standing, experience and contribution; the specific arrangements would be settled at the time.
Annual leave	5.6 weeks per academic year, normally taken outside Full Term; eligible to apply to Council for a sabbatical arrangement consistent with the sabbatical provisions for University and College Teaching Officers (UTOs/CTOs): one term of sabbatical leave (8 weeks), available once six terms of service have been accrued (typically from the Senior Tutor's third year in post), and granted for research purposes only. As with UTOs and CTOs, cover arrangements must be agreed in advance, before any request is considered by Council.
Other	We also offer: Life Assurance 3 X Annual salary Employee Assistance Programme – Via Medicash Workplace Pension - USS, Health Cash Plan (MediCash) Cycle to Work Scheme Free Parking Electric Car Scheme Gym & swimming pool Company Sick Pay (as an Official Fellow) Enhanced Parental Pay (as an Official Fellow) Staff discount to hold private events in College Local Discounts via the University Access to a Holiday Playscheme Agile Working Election to an Official Fellowship, with dining rights (Commons), including the Social Hub Cafe ***Some of the above are non-contractual***