

Selwyn College Cambridge

Senior Tutor

Candidate Information Pack





Suzanne Raine
Master

A welcome message from the Master

Selwyn College is seeking a Senior Tutor to succeed Dr Mike Sewell, who is retiring after more than a decade in post. The College is thriving academically, ranking among the top five colleges in Cambridge for the past two years, and has a reputation as a friendly, diverse and supportive community. With responsibility for the College's provision of education and welfare, the Senior Tutor is critical as a steward of academic performance and reputation.

The successful candidate will become part of the Fellowship, and responsible for the collective governance of the College. The Senior Tutor sits *ex officio* on the College Council as a Trustee of the charity, is responsible for aspects of regulatory compliance, chairs a number of Committees and has line management responsibilities. In addition, we expect the Senior Tutor to play an enthusiastic role in wider College life, including supporting the work of other elements of college activity such as admissions, student welfare, and wider relationship building.

The post is to be filled with effect from 1 January 2027 or as soon as possible thereafter. Applications are invited from suitably qualified persons with relevant experience. We look forward to receiving your application.

Suzanne Raine | Master

Key dates:

Application deadline:
Friday, 18 September 2026

Interviews:
30 September / 1 October



About us

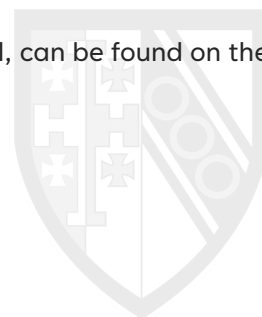
Selwyn College was founded in 1882 as a memorial to George Augustus Selwyn, the first Bishop of New Zealand. It was granted full collegiate status in 1957 and became a charity in 2010. Its relative youth has encouraged a distinctive ethos which is both traditional and forward-looking, and which underpins our harmonious and democratic style of governance.

The College currently has over 400 undergraduates, and 290 postgraduate students drawn from universities worldwide. It has over 60 Fellows and 130 non-academic staff.

In recent decades, the College's spacious site has been enhanced by the significant expansion of its buildings. The first two phases of Ann's Court residential accommodation were completed in 2009, and Cripps Court, built in the 1960s, was extended and refurbished in 2014. Our new library and auditorium was built in 2021, and redevelopments of other properties continue. We are able to house all our undergraduates and postgraduates on a single site.

Academically, Selwyn has risen in recent years to rank amongst the top performing Colleges in the University. It is committed to the principle of fair access, and works actively to increase the number of students from schools and colleges with little or no tradition of sending students to Cambridge. The College consistently exceeds the University average for undergraduate admissions from the state sector. We have demonstrated that we can set high standards and be open and accessible to students who would never have considered Cambridge to be for them. Our success comes from a scholarly partnership between Fellows and students, a supportive environment which creates the space for us all to study and think, and from our alumni who generously give back to the next generation.

Further information about the College, with details of current activities and personnel, can be found on the College website: www.sel.cam.ac.uk.





What are we looking for in our Senior Tutor?

Purpose of the role

The Senior Tutor is responsible for providing leadership and administration across the College's teaching and tutorial arrangements. The core of the role is to set strategic goals in matters of education, academic performance, discipline and welfare provision. In addition, the Senior Tutor works closely with the Admissions Tutors to oversee the College's recruitment and selection of new students.

The role includes the development and implementation of College policy relating to undergraduate admissions, teaching and welfare, and postgraduate admissions and welfare. It includes working with the other Tutors, especially the Assistant Senior Tutor, Admissions Tutors and the Tutors for Graduate Students, to promote the highest of academic standards.

Where educational activities are underpinned by fundraising, the Senior Tutor works with the Development team, both to articulate the value of such gifts and to steward donors effectively.

It is expected that the successful candidate will be an established academic who wishes to re-focus his or her career to provide strategic and administrative leadership for this academic community.

Applications are welcomed from people with relevant experience, including College Teaching Officers, and University Teaching Officers interested in combining the post with reduced departmental duties.

We hope to recruit someone who has:

- appropriate experience in working with students in an academic post, preferably in a collegiate context;
- the respect of colleagues and students;
- excellent interpersonal and organisational skills;
- strong financial awareness, with experience of budget management;
- IT skills appropriate to a modern office environment;
- experience in dealing with committees and an ability to work consultatively within democratic, rather than managerial, structures;
- sympathy with the aims, objectives and academic values of a high-performing academic institution, and a commitment to a pastoral role in a college community dedicated to the highest possible standards;
- a readiness to work co-operatively within the structures and traditions of the collegiate University as a whole;
- a positive stance and attitude in developing relationships, initiatives and opportunities for action (both internally and externally) that might benefit the College and a willingness to enter fully into the life of the College.



Specific Responsibilities

The Senior Tutor is established in the College Statutes as an Officer of the College, a Governing Body Fellow and a member of the College Council, who are the charity trustees. Details of the role are given within Statutes 6 and 16, and within Regulations 2, 3 and 6.

The statutes can be found on the [College website](#), and applicants are encouraged to read these for context.

The core role is defined in Regulation 3 paragraph 3.2:

The Senior Tutor oversees all academic, pastoral, welfare and student disciplinary matters, the latter in conjunction with the Dean. He or she shall have such other duties as the College Council shall from time to time determine.

The Senior Tutor will:

Education

- Set high academic standards;
- advise the Council on educational strategy, including student numbers and areas of teaching need;
- have responsibility for the appointment of Directors of Studies, the undergraduate supervision (teaching) and tutorial (pastoral) systems, including the recommendation of appointments to College Council for all teaching posts;
- report to the Council on educational performance;
- take overall responsibility for admissions, access and outreach, working closely with the Assistant Senior Tutor and Admissions Tutors;
- where consistent with other responsibilities, contribute to teaching up to an amount determined by Council.
- oversee the awarding of hardship, travel, bursaries and other grants by the Tutors, ensuring consistency of approach and affordability;
- liaise closely with the Head of Communications.

Tutorial and welfare

- Chair regular meetings of the Tutors;
- manage the Assistant Senior Tutor and act to support that officer's discharge of their duties;
- manage and appraise the work and staff of the Tutorial Office, Library, Archives and Welfare teams;
- support the Deans, who are responsible for matters of student discipline;
- share with the Bursar oversight of the operation of the Porters' Lodge, with an expectation that the Senior Tutor may be called out in an emergency relating to student welfare;



Governance

- Serve *ex officio* as a Trustee of the College on Council, and on other College committees as required;
- represent the College on the University Senior Tutors' Committee and other intercollegiate and University bodies as appropriate;
- take responsibility for the regular review and updating of key College policies and procedures;
- play a significant role in ensuring the College's compliance with regulatory requirements, including but not limited to the maintenance of student records, Prevent and Free Speech Duty, safeguarding, health and safety, data protection, and equality of opportunity.

Wider College responsibilities

- Support and advise on College development and fundraising activities, where relevant;
- liaise closely with the Development Director and actively support stewardship of donors;
- participate in the social and cultural life of the College, interact with Fellows and give support to a number of students' extra-curricular activities and alumni events;
- oversee, in consultation with the Fellow for Rooms where appropriate, the allocation of Fellows' offices and live-in accommodation;
- working closely with relevant College officers and senior staff, undertake such other administrative roles as Council shall determine at the time of appointment or subsequently and
- undertake any other reasonable request or duties commensurate with the post.



Remuneration and Benefits

- The College envisages appointment to the post at **0.8 full time equivalency (“FTE”)**, with an expectation that a candidate will hold additional part time appointment(s) in related academic activities either within the College or elsewhere. Flexibility is possible, and details may be agreed by discussion and will depend on the appointee’s other commitments. The role is supported by a part-time (0.3 FTE) Assistant Senior Tutor.
- The Senior Tutorship is offered as a permanent contract, subject to a probationary review after twelve months. Annual appraisals will be held with the Master and Vice Master on behalf of the College Council.
- The stipend is fixed at spine point 67 on the University of Cambridge salary scale, expected to be £65,709, pro-rata from the full-time equivalent of £82,136, inclusive of a 2% cost of living increase effective from 1 August 2026. The successful candidate will be eligible to join the Universities Superannuation Scheme.
- There are six weeks of pro-rata paid leave per annum, in addition to statutory holidays. Leave must be taken outside the academic term and other periods when the Senior Tutor’s presence is essential, such as the Admissions process in December. The post carries no contractual right to sabbatical leave.
- It is expected that the successful applicant will be elected to a Fellowship. Fellowships are subject to renewal every five years. Fellows are entitled to seven free lunches or dinners per week and participate in a wide range of College social and other hospitality events.
- The Senior Tutor is expected to live within thirty minutes travel time of the College. Living-in accommodation may be available if single.
- The College provides an office, and a generous entertainment allowance for expenses incurred in the interests of the College.



How to apply

Please apply by submitting:

- a brief **covering letter**, to include your views on the likely challenges to be faced when taking up the role
- a current **CV**, listing publications where relevant
- A basic application form

via email to apply@sel.cam.ac.uk.

Applicants should also arrange for **TWO** written references to be sent directly and in confidence to the Master's Assistant (c/o apply@sel.cam.ac.uk) by the closing date.

General enquiries concerning the application process may be made to the Master's Assistant, telephone: +44 (0)1223 335890, or e-mail: apply@sel.cam.ac.uk.

The successful candidate will be required to undergo an Enhanced DBS check.

For more information and links to download the application form, visit:

<https://www.sel.cam.ac.uk/jobs/senior-tutor>

The closing date for applications is **Friday, 18 September 2026**.

Interviews will be held on **30 September / 1 October 2026**.

Key information

Role title:	Senior Tutor
Location:	Selwyn College, Grange Road, CB3 9DQ. The post holder is expected to work onsite for the majority of their role.
Reports to:	College Council
Vacancy:	part-time, 0.8 FTE
Salary:	£65,709 (pro-rata to full-time equivalent £82,136), point 67 on the University of Cambridge salary scale
Contract:	Permanent. A probationary period of twelve months applies. Hours are expected to be flexible to fulfil the responsibilities of the post
Closing date:	Friday 18 September
Start date:	1 January 2027 or as soon as possible thereafter

Other benefits

Annual leave:	six weeks (pro-rata) of paid leave per annum in addition to statutory holidays
Pension:	The successful candidate will be eligible to join the Universities Superannuation Scheme

Other benefits linked to Fellowship are available on request.



Selwyn College
Grange Road
Cambridge, CB3 9DQ
www.sel.cam.ac.uk
Registered charity no. 11377517