



TRINITY COLLEGE CAMBRIDGE

**Further Particulars for the role of
Head of Academic, Personal and
Professional Development
(Maternity Cover)**

October 2024

JOB DESCRIPTION

Job Title: Head of Academic, Personal and Professional Development (Maternity Cover)

Department: Tutorial

Reports to: Head of Academic and Educational Services

Purpose of the role:

To coordinate a programme of activities and resources that support all students, focusing on undergraduates' academic transition to study at degree level by equipping them with skills and strategies that enable them to thrive academically but also support their personal, social and professional development in preparation for their lives beyond Trinity.

Key Accountabilities

- Day-to-day responsibility for the development, organisation, and delivery of the College's academic, personal and professional development programme. This includes monitoring and researching the effectiveness of various modes of support by gathering and analysing feedback and adapting the programme to the evolving needs of students.
- Manage all practical arrangements and resources required to deliver the various elements of the programme, within an agreed budget. This includes communication with students and colleagues, organising an annual schedule of events (planning and bookings) and arranging individual mentoring as appropriate.
- Provide tailored 1:1 academic and study skills support to individual students who self-refer or may be referred by their Tutors or Directors of Studies.
- Plan, develop and deliver online pre-sessional workshops for Freshers, introducing them to key aspects of study at Cambridge.
- Plan, develop, and deliver term time seminars, workshops and other activities (e.g. group study sessions) for undergraduate students, covering a range of academic and study skills support. Areas covered include time management, note-taking, essay writing, how to get the most out of supervisions, exam preparation and, for some of our international students, social and academic English skills.
- Recruit and train a small team of Student Peer Advisers to assist in providing support at workshops or other events that meet the overall objectives of the programme.
- Liaise with an English Language specialist to provide opportunities for 1:1 support for students for whom English is not their first language.
- Provide advice to Tutors and Directors of Studies on the needs of individual students, including the preparation and oversight of learning plans where specific additional support may be required.
- In consultation with the undergraduate admissions and outreach team, support the College's widening participation strategy to ensure equality of educational opportunity for all those admitted to the College and helping to develop projects that aim to bridge school and university learning for Trinity offer-holders.
- Support and develop initiatives that will enable students to successfully transition from student life to working life. As well as embedding relevant skills into the core activities of the programme, this includes liaising with the University's Careers Service to provide in-College appointments and Careers workshops.

- Create and maintain web-based information and resources on the relevant section of the Student Hub.
- Support the welfare provision in College by signposting students to others, as appropriate, including Tutors, the Wellbeing & Mental Health Advisor or the University's Accessibility and Disability Resource Centre.
- Work with other members of the College (including Graduate Tutors and the Postdoc Society) to establish initiatives for postgraduate students, at Master's and PhD level, to help them transition from undergraduate to postgraduate study, learn new competencies and assist those who may feel isolated within the graduate community.
- Attend relevant training, conferences and workshops and carry out desk-based research to keep abreast of developments in academic skills and inclusive teaching and learning practices and ensure that the development and delivery of the programme is informed by such research. Participate in networking meetings across the wider university (e.g. through the Centre for Teaching and Learning) to share ideas, collaborate on joint initiatives and explore new opportunities to enhance the College's academic, personal and professional development programme.
- Present an end-of-year report to the Education Committee.

PERSON SPECIFICATION

Experience:

- Experience of designing and delivering programmes within an HE context;
- General teaching experience;
- Specific experience of teaching effective study practices e.g., academic writing, report writing, research skills, time management;
- Understanding of supporting students from under-represented backgrounds and those for whom English is not their first language;
- Research experience;
- Autonomous working; setting up own systems;
- Ability to manage a team.

Skills:

- Advanced IT skills and experience of electronic data management including Microsoft Office applications (notably Excel and Word);
- Effective notetaking;
- Ability to produce teaching resources in different media (written and audio-visual) using emerging technologies;
- Ability to write concise, accurate and logically structured reports;
- Thoroughness and accuracy when accomplishing a task, applying meticulous attention to detail whilst maintaining set deadlines;
- Ability to work calmly under pressure and the initiative to prioritise workloads effectively;
- High level of interpersonal skills; sensitivity in dealing appropriately with others and with difficult or delicate situations;
- Excellent verbal and non-verbal communication skills and the ability to respond appropriately in different contexts;
- Ability to handle and protect confidential and sensitive data with integrity;
- Excellent organisational skills and ability to use initiative, providing students and colleagues with advice and solutions to routine day-to-day problems or issues as they arise;
- A team player with the ability to build good working relationships and share knowledge with team members;
- Willingness to seek advice and attend any training required to enhance job skills.

Qualifications:

- At least Master's level, preferably PhD
- Teaching qualification desirable

Additional requirements:

- Flexibility to work outside normal working hours

EMPLOYMENT DETAILS

Rate of Pay:	£47,548 per annum.
Period of employment:	The role is a fixed term position, covering a period of maternity leave, commencing at the beginning of January 2025 until the end of January 2026 (or earlier should the role holder return before January 2026 or in accordance with the terms and conditions of employment).
Hours:	36.25 hours per week.
Probationary Period:	6 months.
Holiday:	25 working days per annum plus 8 public holidays.
Meals:	Free lunch is provided for staff whose duties cover this period when working in College.
Pension scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Private Health Care:	Membership of a free health care and a dental care scheme are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility. This is a taxable benefit.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff, offer regular outings to places of interest, and organises functions including a Christmas event.
Employee Assistance Programme:	To support staff emotional and physical wellness, we provide free access to an employee assistance scheme, available 24/7.
Childcare:	Access to a workplace nursery, subject to places being available.
Access to College:	The College is unable to provide parking on site. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. Many members of staff cycle to work and the College may be able to provide covered cycle parking.
College Punts:	Use of College punts at a subsidised rate.