

## Inviting applications: Resident Tutors 2025-26

OVERVIEW	
<b>Job title:</b>	Resident Tutor
<b>Responsible to:</b>	Vice Principal's Office staff
<b>Responsible for:</b>	First-line response to out-of-hours incidents and emergencies as part of a duty rota. Contributing to the development and delivery of student enrichment activities.
<b>Working alongside:</b>	Other Resident Tutors; St John's College staff teams.
<b>Contract type:</b>	Fixed term, 1 September 2025 – 31 August 2026
<b>Application deadline and interview date:</b>	The deadline for applications is <b>17:00 on Wednesday 7 May 2025</b> . Interviews are provisionally scheduled for <b>Tuesday 20 May 13:00-16:00</b> .
<b>Salary:</b>	N/A
<b>Other payments:</b>	£1,500 per annum on call allowance; £13 per night for any nights on duty in addition to contracted weeks. £20 for additional day cover during College closures with casual rate call outs on College closure day time calls outs only.
<b>Other benefits:</b>	Free accommodation in College; meals in College during undergraduate term time only.

### ABOUT ST JOHN'S COLLEGE

St John's College is one of the smallest Durham colleges, renowned for our welcoming atmosphere. Founded in 1909 and set in a series of beautiful, listed buildings in the heart of Durham city, our community enjoys stunning views of Durham Cathedral and boasts gardens and lawns stretching down to the River Wear. Each year we have around 270 students resident in the College – undergraduates and postgraduates studying for degrees at Durham University, as well as students of Cranmer Hall, a theological College within St John's. The College has a degree of independence within the University, both financially and in its governance, meaning that we have the freedom to do things a little differently. Throughout the year, the College's Christian ethos translates into warm hospitality. All our different staff teams work closely together with our students to create the unique John's experience.



## JOB SUMMARY AND PURPOSE

Resident Tutors play a dual role within the College: they act as first responders to incidents, and emergencies outside of regular hours, and they contribute to the development of a wide range of enrichment activities that enhance College life.

The core expectations of all Resident Tutors are indicated below, but individual Resident Tutors will be encouraged to develop their own contribution to St John's College and the St John's College experience. There is room for some flexibility of emphasis, and particular individual responsibilities will be agreed with the Vice Principal's Office.

Resident Tutors are valued members of College staff and are expected to serve as role models and senior members of the College community. While Resident Tutors are typically postgraduate students and members of the SJCR, there will be occasions when their responsibilities as College staff will take precedence over their student role within the community.

## KEY RESPONSIBILITIES

### Student support and wellbeing

- Participate in a 24/7 duty rota, typically one week in four, as the first responder to operational, welfare, or medical incidents. The rota is shared equitably across the Resident Tutor team to ensure fair cover throughout term time, vacation periods, and bank holidays.
- During term time, duty hours are 22:45–08:00 (weekdays) and 22:45–09:00 (weekends). During vacation periods, duty hours are 20:45–08:00 (weekdays) and 20:45–09:00 (weekends), with additional daytime cover (08:00–22:45) required on College closure days (e.g. Christmas and Easter). Closure day cover does not require continuous on-site presence.
- Maintain awareness of the College and University's student support structures and referral pathways. Be prepared to signpost students appropriately on matters such as academic progress, mental health, sexual misconduct and violence, and drug or alcohol misuse.
- Contribute to the design and delivery of training sessions and procedures for both staff and students, drawing on insights from practice and emerging issues.
- Update the Resident Tutor log appropriately of any call-outs.
- Provide timely written summaries (e.g. emails or incident reports) to relevant staff following any out-of-hours incidents, in accordance with College procedures.

### Health & Safety

- Train and serve as a Fire Warden, promoting fire safety awareness across the College community. When on site outside office hours, respond to fire alarms in accordance with College procedures, either following the guidance of the designated Fire Marshal or acting as Fire Marshal when on duty.
- While on duty, act as the first point of contact in the College's out-of-hours support network, offering initial assistance and signposting where appropriate. Support the College's incident management process by responding to emergencies and working closely with the on-call Duty Officer.
- Provide out-of-hours support for conference and B&B guests during the conference season, ensuring guest safety and responding to any incidents promptly.

### **College life and community engagement**

- Contribute to a vibrant and supportive College community by helping deliver a wide range of student enrichment activities and experiences.
- Support students' academic development through mentoring initiatives, including events, workshops, and discussion forums.
- Be a visible and active 'senior member' presence within the College, helping to foster a welcoming, inclusive environment.
- Welcome new residents to the College, including Fellows.
- Play an active role in Welcome & Orientation Week, including pre-term preparations and delivering Consent Matters training, in line with the University's Sexual Misconduct and Violence policy.
- Organise at least one academic, social, or outreach event per term for the College community, in collaboration with the Vice Principal's Office.
- Support College outreach by taking part in University Open Days and Post-Offer Visit Days, committing to two full days of support per year.
- Actively engage in areas of College life, such as:
  - Academic seminars
  - Music, drama, or sports activities
  - Support networks for particular student groups
  - Any other initiatives aligned with the Resident Tutor's interests and the College's needs.
- Attend Resident Tutor meetings (normally held weekly term time).
- Attend an agreed number of regular and major College events.
- To attend a Monday morning staff meeting on weeks as off-going or incoming Resident Tutor on duty.

### **Residence**

- Be in residence in the College throughout most of the academic year. While it is expected that a Resident Tutor may need to be away on conference and research trips, as well as on annual leave, this is not a suitable post for someone who expects, for example, to be away from Durham most weekends or for frequent or lengthy periods. Absences for planned events/conferences are discussed with the rest of the Resident Tutor team to negotiate cover.

### **Training and development**

- Complete mandatory induction training within the first month, including:
  - First Aid
  - Fire Warden training
  - Mental Health First Aid
  - Consent Matters and SMV (Sexual Misconduct and Violence) training
  - Safeguarding and Prevent duty
  - Drugs and alcohol awareness
  - Information security and data protection.
- Attend further College-wide staff training days, particularly in Epiphany Term.
- Be available for early September training (including Fire Safety and First Aid) and for pre-term preparations.

### **Other**

- Undertake additional voluntary duties by agreement with the Vice Principal's Office, where appropriate.

## PERSON SPECIFICATION

The applications are open to current postgraduate students who have membership of St John's College for the academic year 2025-26. The successful candidate will be a friendly, motivated individual with a passion for supporting students from diverse backgrounds, helping them to thrive academically, overcome challenges, and develop into well-rounded individuals. They will demonstrate a strong sense of professionalism and be sensitive to and supportive of the College's Christian ethos.

	Criteria	Essential
1	A Bachelor's degree or equivalent qualification.	X
2	Ability to make independent decisions and use professional judgment.	X
3	A flexible and cooperative approach to working as part of a diverse team.	X
4	Ability to maintain professional boundaries while working with students.	X
5	Ability to support and respond effectively to students from diverse backgrounds and cultures.	X
6	A calm, mature approach with the ability to take charge in emergencies or unexpected situations.	X
7	Willingness to be on call as part of a rota system, including overnight shifts during weekdays, weekends, and major UK holidays.	X
8	A strong understanding of confidentiality, with the ability to balance this with the need to share information appropriately.	X
9	A desire to live in a close-knit community of 270 students and engage in College life (e.g. communal dining).	X
10	Willingness to support the delivery of College activities and initiatives.	X

## CONDITIONS OF EMPLOYMENT

This role is subject to the successful applicant providing proof of eligibility to work in the UK.

- The role is subject to standard probationary terms.
- Successful applicants will be required to undergo a basic DBS check prior to taking up the position.
- Full conditions of employment will be provided at the time of offer.

## APPLICATION PROCESS

The deadline for applications is **17:00 on Wednesday 7 May 2025**. Interviews are provisionally scheduled for **Tuesday 20 May between 13:30 and 15:30**. Applications should include:

- A covering letter outlining how you meet the criteria
- A CV
- Contact details for two referees

Please send your application, and any informal enquiries, to [johns.secretary@durham.ac.uk](mailto:johns.secretary@durham.ac.uk) with the subject line **"Resident Tutors 2025-26"**.