



ST HILD

Staff Recruitment Pack

Academic and Student Support Tutor
Sheffield, Full-time



sthild.org/jobs

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An introduction from the Sheffield Centre Head

Thank you for your interest in this role at St Hild.

St Hild College is a pioneering learning community through which God calls, forms and equips people to serve his kingdom, plant and grow churches, and bless their neighbourhoods. Formed in 2017 from the merged Yorkshire Ministry Course and St Barnabas Theological Centre in Sheffield, the College currently has around 250 students across its Sheffield, Mirfield, Lincoln and Online study centres. St Hild serves the Anglican dioceses of York, Leeds, Sheffield, Lincoln and the surrounding region by providing full-time and part-time ordination training, offers formation for Baptist ministers in partnership with the Yorkshire and East Midlands Baptist Associations and delivers independent programmes of study. Through our membership of the Yorkshire Theological Education Partnership (YTEP), St Hild is approved to offer undergraduate, graduate and postgraduate courses validated by Durham University under the Church of England's 'Common Awards' programmes. We have recently successfully registered with the Office for Students which allows eligible students to access student loans for their study with us.

Historically the Sheffield centre has always had a number of independent students alongside those who are on formal Baptist or Anglican ministerial training pathways. This role will take a lead in ensuring full participation, inclusion and support of students who are not from either of those denominations. As part of this, we are working to create a pathway for those exploring or already in ministry in these other church contexts. The person in this role will be the key person developing and implementing this new formation pathway.

This role will be based in our Sheffield centre and a core part of the teaching and formational provision of that team, while also having a college-wide remit for disability and study support. The cross-college part of this role will ensure we are enabling all our students to flourish in their studies.

We are open to applicants from diverse academic and missional/ministerial backgrounds. This is a full-time role but we are able to offer some flexibility in respect of the number of hours contracted if you would prefer part-time. We are keen to increase the diversity of our staff team and encourage applicants who will encourage and challenge us to work out our calling to be a broadly welcoming Christian community.

We look forward to hearing from you.



Mark Vasey-Saunders, Sheffield Centre Head

St Hild College - Vision, Values and Strategic Plans

St Hild has built a reputation as a college on the move. In 2013 just over 50 people were studying at our predecessors, SBTC and YMC; this figure has now risen to around 250, including those being equipped through non-formal courses. A strong sense of our vision and values has been crucial to these developments.

The following was agreed by our staff team and endorsed by St Hild Council as a way of capturing who we are:

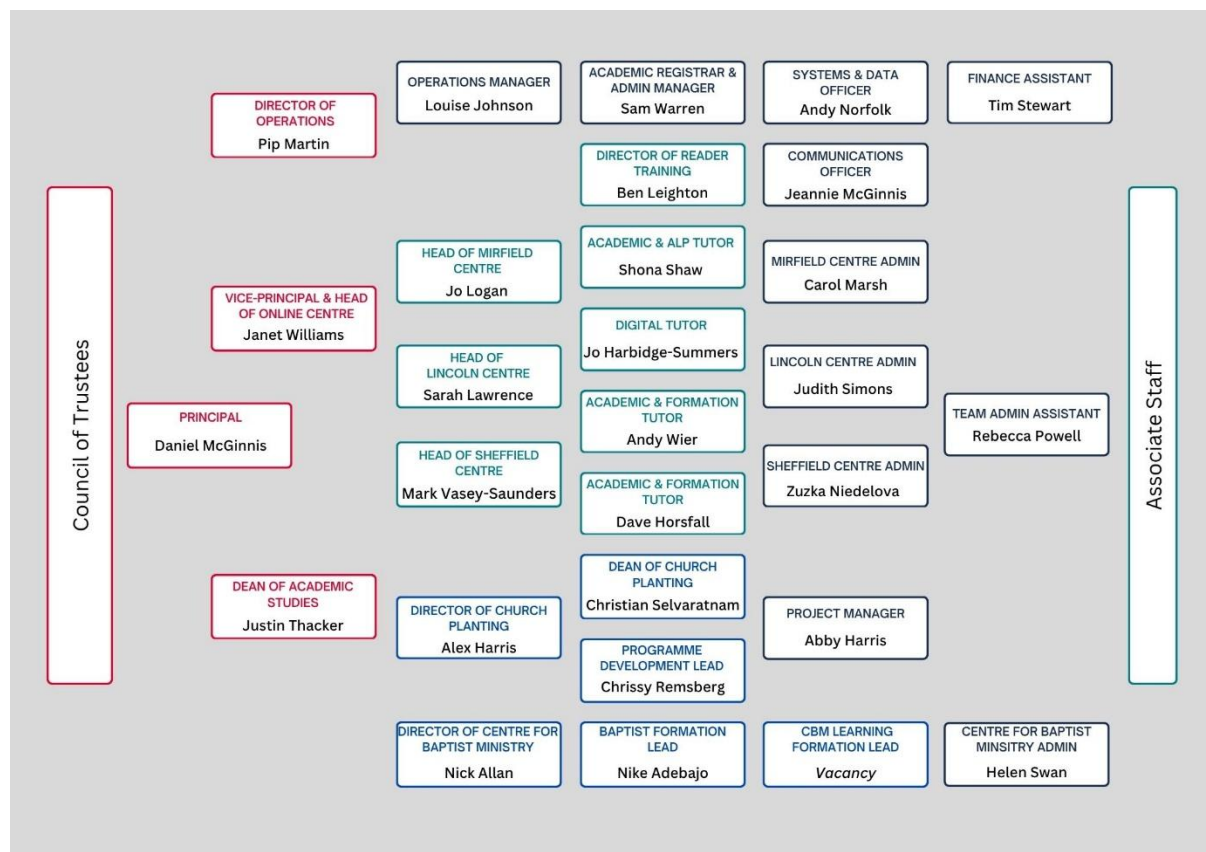
Our vision is adventurous and Christ-like formation for the renewal of the church and the transformation of communities.

Our values are to be prayerful, collaborative, courageous and pioneering.

Our ambitions are summed up by the following phrases, and we work towards these with different goals and workstreams.

- To reach new people
- With better training
- To have a greater impact
- On a sustainable budget

Our structure is represented by the following Organisation Chart:



Academic and Student Support Tutor (Sheffield) Job Description

Focus: To play a key role in our Sheffield-based team, with particular responsibility for independent students and our Missional Leadership programme as well as having a college-wide role with responsibility for study skills, disability support and alumni.

Key Responsibility Areas:

Sheffield-based

1. **Hold responsibility for independent students** (generally, students not on a formal ministerial training pathway)
 - a. Act as personal tutor for independent students and/or recruit and liaise with others to deliver tutoring
 - b. Ensure academic pathways are appropriate and proceeding well
 - c. Liaise with other staff to pass on concerns, feedback and insights particular to independent students
 - d. Act as a pastoral presence for all students, but particularly independents, signposting them to relevant members of staff or organisations as needed
 - e. Lead on recruitment of independent students to our Sheffield centre
 - f. Support the building of community among students, identifying and encouraging student leadership particularly in independents
 - g. Work with the Centre Head (and others in the college) to develop and implement a new formational pathway (Barnabas programme) for independent students
 - h. Recruit independent students to the Barnabas programme
 - i. Oversee the Barnabas programme
2. Contribute to the work of the Sheffield centre and curates training programme (IME2)
 - a. Participate in Sheffield team meetings both in person on Mondays and online as arranged
 - b. Lead in St Hild Sheffield community in prayer, worship as required
 - c. Host the study day in Sheffield (co-ordinating with student worship leaders and giving notices) several times each term.
 - d. Offer practical support on Mondays as required and occasional practical support on the Saturday IME2 programme by arrangement

- e. Contribute to the pastoral and spiritual support of all students on term-time Mondays
 - f. Be present and available to all students in communal times on term-time Mondays (worship, coffee breaks and lunchtimes)
 - g. Other roles and responsibilities by negotiation as required and depending on experience
3. Act as Academic Tutor
- a. Lead or co-lead at least 2 modules in area of specialism, as well as provide sessional teaching in other modules as required
 - b. Moderate and second mark assignments as required
 - c. Supervise dissertations
4. Lead Missional Leadership Programme
- a. Design and deliver the Missional Leadership and Formation Group programme in line with St Hild vision and values
 - b. Recruit and liaise with others to deliver sessions
 - c. Lead a Formation Group and oversee all other Formation groups and their leaders
 - d. Monitor student feedback and ongoing quality of the formation delivered through this programme

College-wide

5. Oversee Disability and Study Skills Support offer
- a. Act as Study Skills support point person, proactively ensuring our offer meets the needs of our students
 - b. Ensure ESOL, disability and neurodivergence support is provided where needed, including one-to-one
 - c. Lead on making student support plans for students with disability and/or neurodivergence
 - d. Liaise with other staff and external partners to implement student support plans
 - e. Sheffield-based: Lead study skills mornings and L4 Preparing to Learn module (10 credits, autumn term)
 - f. Sheffield-based: Organise PG seminars throughout the year and organise and run a PG Research Morning

6. Oversee Independent Learning Projects (ILPs)
 - a. Oversee ILPs across the college, including recruiting and managing associate staff to supervise them
7. Support development of alumni network
 - a. Work with other members of the St Hild team to develop and shape an alumni network, including those who are now IME students
 - b. Draw alumni into St Hild activities (including Missional Leadership programme in Sheffield) and foster good relationships with them
 - c. Establish connections with the Centre for Christian Spirituality, providing opportunities for students and alumni to connect with its programme
8. Research and professional development
 - a. Develop personal research and publication, as opportunity allows
 - b. Opportunity to develop teaching in new subject areas and other forms of professional and leadership experience

Core working relationships: The role will be part of the St Hild Sheffield centre but also involves liaison with team across the whole college.

Time allowance: 1.0 FTE

Start date and Length of contract: Permanent (subject to six month probation period), starting as soon as possible.

Location: Primarily Sheffield Centre (STC), with some teaching online. Wider team meetings (approximately twice per term) in Mirfield. Other work to be home-based or by use of shared offices at one of our sites. Home-based working requires a good broadband connection.

Indicative availability: Presence on all Sheffield study days (term-time Mondays) as well as occasional Saturdays for IME2 or alumni activities. Presence at most of: staff prayers (Weds 9:30am, online); staff meetings & lunches (half-termly on Weds, Mirfield), Sheffield centre team meetings (monthly, online) and annual staff residential (2 nights away, usually in July).

Salary and benefits: Salary in line with Lichfield Scale of £45,398.02 per year, plus all relevant travel expenses, provision of IT equipment or allowance, home working allowance, contribution to personal retreat expenses, annual book allowance of £518, allowance for conferences, and additional training by arrangement.

Pension: St Hild will pay a contribution of 10% of salary to the Church Workers Pension Fund for a lay person, or the amount indicated by the Lichfield scale to the Clergy Pension Scheme for ordained Anglican clergy. Staff can make additional voluntary contributions via payroll and may request pension be paid into an alternative pension scheme.

Annual Leave: 30 days paid holiday in a calendar year, plus all statutory public holidays. Also time off in lieu for additional work by agreement. One term of research leave is provided for all academic staff after 5 years of service.

Professional development: St Hild encourages staff to pursue further professional development through academic and teaching qualifications, mentoring and leadership development programmes, as appropriate.

Role support: Administrative support is given mainly through the Sheffield Centre Administrator. Line management will be provided by the Sheffield Centre Head.

Person Specification

Quality	Essential	Desirable
Discipleship, Prayer and Mission	A Christian disciple with a mature faith and robust spirituality, prepared to foster and uphold St Hild's values including active commitment to the 5 Marks of Mission <i>There is an occupational requirement for the post holder to have a committed Christian faith (Schedule 9 of the Equality Act 2010).</i>	
Personal qualities	A person of clear Christian conviction who is able to relate well and work with Christians of all traditions Able to work to a consistently high standard Capacity to be flexible when required Excellent interpersonal and team skills; able to build and maintain healthy working relationships	
Previous experience	Experience of teaching in further or higher education and/or Christian nurture Experience of teaching to Masters level Experience of providing pastoral support in a Christian context	Significant experience of adult education, including supporting study needs Experience of Church leadership including worship leading and pastoral support
Knowledge and understanding	University educated to at least Masters level Theological Masters degree Evidence of disciplines of current reading and theological engagement Familiarity with a Free Church denominations and/or non-denominational churches	Theologically qualified to PhD level Evidence of published work in a relevant field of expertise

Adult Education, Teaching and Formational Learning	The ability to relate well to a wide variety of students in a respectful and empowering way Experience of adult education and transformative learning Ability to teach to Masters level Ability to build relationships across different denominations and networks	Proven ability to recruit and retain students Evidence of excellent, innovative and inspiring teaching Completion of AFHE or willingness to work towards it Ability to equip and support students from marginalised backgrounds and to broaden access to theological higher education
IT/Admin skills	Skilled in the use of IT, particularly in using Office 365 and remote working Good administration skills	Ability to use Moodle to deliver teaching

How to apply

For an informal, confidential conversation before applying please contact Mark Vasey-Saunders on mark.vasey-saunders@sthild.org to discuss the role further.

To apply, please send a copy of your CV with a covering letter (no more than two pages) detailing how you meet the requirements. This should be sent to jobs@sthild.org. Please also contact us via this address if you have any questions about the application process.

Please include details of two references who can comment on your professional ability. One must be your most recent employer. We will take up references only for successful candidates.

Applications will be acknowledged, and you will be invited to complete an equal opportunities monitoring form (responses are anonymous).

Any offer of employment will be subject to you completing our safer recruitment checks, including taking up references and DBS checks.

Closing date for applications: Closing date Tuesday 3rd November, midnight.

Interview date and location: Tuesday 10th November, in person in Sheffield. Shortlisting will take place on Thursday 5th November.