



Staff Tutor (0.4 FTE) Job Description

Do you have a gift for teaching and tutoring? Could you use your skills to support the training of people for ministry? Could you contribute to the mission of the Church of England in the South West and beyond? Would you be excited by being part of a Christian learning community which aspires to be a centre of excellence for theological studies?

Spiritus Theological College is seeking to appoint a part-time Staff Tutor (0.4 FTE, 16 hours per week). The post will operate for a fixed term beginning on August 1st 2026 and ending on 31st July 2028. As Staff Tutor you will play a key part in the training of ordinands and Readers/Licensed Lay Ministers (LLM) drawn from the Dioceses of Truro and Exeter.

For an informal conversation about the role, please contact the Principal, Revd Dr Lucy Larkin at lucy.larkin@spirituscollege.ac.uk. For further information concerning Spiritus College please see our one-page story which accompanies this job description and our website at: www.spirituscollege.ac.uk.

Role Description

Title:	Staff Tutor
Appointed by:	The Spiritus College Trustees
Reporting to:	The Principal
Job Purpose:	To play a key part in the training of Ordinands and Licensed Lay Ministers (LLMs/Readers) drawn from the Dioceses of Truro and Exeter and the teaching of Independent students who also access our courses.
Key relationships:	The Principal, Spiritus College staff; students
Admin support:	Provided by the Spiritus College Operations Managers
Working Hours:	16 hours per week (0.4 FTE). Attendance at some evening/weekend meetings/events will be required to meet the needs of the Course.
Location:	Home working with occasional work/meetings at the Spiritus College office in Truro or other locations in the South West.
Remuneration:	Salary on the Lichfield Scale: £14,307 (0.4 FTE) plus a housing allowance of £5,000 (0.4 FTE) plus pension contributions. Travel and other expenses will be reimbursed.

Holidays: 13.2 days (105.6 hours) which is 0.4 of the FTE allowance of 25 days + 8 Bank Holidays.

Key Tasks

The Staff Tutor is to:

- collaborate with other core staff of Spiritus College in shaping excellent practice in the design and delivery of programmes and encouraging and enabling the vocational development of students.
- Prepare and teach sessions at study weekends (7 per year), Lent/Easter School or online (subjects to be agreed depending on specialism/area of expertise).
- Lead worship occasionally at study weekends.
- Lead a midweek Formation Group, which typically meet 7 times a year.
- Serve as Personal Tutor to a certain number of ordinands, including some based in the Diocese of Truro, as agreed with the Principal. Overseeing the formation, general progress, and wellbeing of those students and cooperating with Parish Mentors in their development.
- In collaboration with other staff, arrange and oversee placements for Personal Tutees.
- Write end of year reports for Personal Tutees.
- Act as module lead for one or more Common Awards module(s).
- Mark assignments in the module(s); mark and moderate some assignments in other modules, as agreed with the Academic Registrar.
- Hold a general portfolio responsibility within Spiritus College such as Learning Support or Safeguarding Officer, attending training as necessary to fulfil this role.
- Participate in Spiritus College monthly staff meetings, the annual staff residential and meetings as necessary e.g. Management Committee, Examination Board meetings with Durham University, Staff Student Liaison Committee.
- Participate in regular one-to-one meetings and an annual appraisal with the Principal.
- Participate in staff development training programmes as appropriate.
- Undertake other duties, as may be required from time to time, to ensure the effective and efficient fulfilment of the role.

General Responsibilities

- Adhere to the College's Health & Safety policy and procedures as well as any other related policies and do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life.
- Adhere to the College's safeguarding policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life for all who may be vulnerable. This includes a responsibility to remain up to date with your own safeguarding training at the level appropriate to the role.

- Contribute to promoting and championing Spiritus College's vision for theological education and formation for public licensed ministry and Christian discipleship.

Person Specification

Attributes	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Qualified to teach theological subjects to certificate, diploma and first degree level • Relevant experience of parish ministry 	<ul style="list-style-type: none"> • Ability to teach a range of subjects in theology, mission and ministry • Specialisms in Biblical Studies and Doctrine, or a related subject, are especially welcome • Ability to teach to MA level • Recent experience of the higher education sector
Knowledge, skills and abilities	<ul style="list-style-type: none"> • Excellent communication and presentation skills, both oral and written • Excellent organisational skills; good IT skills; administrative efficiency • Excellent interpersonal and pastoral skills, including understanding of appropriate confidentiality • Ability to work collaboratively as a reliable member of a team 	<ul style="list-style-type: none"> • Experience of working in a small organisation • Familiarity with the educational, training and formational structures and systems of the Church of England • Familiarity with the opportunities and challenges of ministry in the different contexts of the South West region • Familiarity with the priorities and processes of the Dioceses of Exeter and Truro • Familiarity with the management and the quality assurance systems of higher education • Full UK licence and access to a car to drive to events
Personal Qualities	<ul style="list-style-type: none"> • A strong and resilient spirituality • The motivational and pastoral skills required to enable students to perform to their full potential 	

	<ul style="list-style-type: none"> • Ability to work to deadlines in an organised and efficient manner • Ability to prioritise, plan ahead and adjust to fluctuating workloads • Ability to work unsupervised and to use initiative • The flexibility to accommodate change • Diplomacy, grace, patience and a sense of humour 	
General	<ul style="list-style-type: none"> • A communicant member of the Church of England, or a member of another denomination in communion with the Church of England • Have an empathy with the mission and ministry of the College • Understand of the belief systems which shape the life of ministerial students 	

Appointment process

Applications should be made on the application form provided and submitted by email attachment to the Operations Managers, Liz Wallace and Lizzie Pridmore at info@spirituscollege.ac.uk by 12 noon on Friday 19th June. Please also ask your three referees to submit their references by the same date on the form provided.

Shortlisted candidates will be invited for interview on Monday 29th June at Epiphany House, Truro. This will include;

(1) delivering a 30-minute teaching session on a topic of your choice to a group of students and staff (about 15 mins teaching input and about 15 mins discussion time, structured as you choose)

(2) a 50-minute interview with a panel of people from the Spiritus College staff and trustees.

Any offer of the post will be subject to satisfactory completion of a DBS check.