



Access Tutors

Job title	Access Tutors
Location	Christ Church
Department	Admissions & Access Team, Academic Office
Contract type	Casual variable hours: between 1 February and 19 September 2026
Salary	Casual rate dependent on type of session delivered (details below)
Responsible to	Access & Schools Liaison Officer, under the supervision of the Admissions & Access Manager
Application deadline	12 noon on 3 November 2025
Vacancy reference	MT25_004

Christ Church

Christ Church, one of the largest colleges of Oxford University, is strongly committed to teaching and research. The College has around 420 undergraduates and 230 graduates, and around 200 senior members. Our academics teach their students in tutorials, a system which enables undergraduates to work with experienced tutors in small groups. The subjects offered at Christ Church cover the whole spectrum, including Arts, Social Sciences, Medical Sciences and Physical Sciences. Christ Church tutors strongly believe in the joint pursuit of teaching and research. For more information please visit: <https://www.chch.ox.ac.uk/>.

Academic Office

The Academic Office is responsible for providing administrative support for all areas of the College's academic functions, under the overall responsibility of the Senior Censor (an academic and College Officer whose role is similar to that of Senior Tutor in other colleges), and the line management of the Academic Registrar. Whilst each member of staff has particular responsibilities, the Academic Office works as a team, with members assisting one another as the need arises and particularly at highly pressured points in the academic calendar. The Admissions & Access Team is part of the Academic Office.

Role of the Access Tutors

Christ Church is committed to attracting a wide variety of applicants for undergraduate study and seeks in particular to encourage and support applications from students from disadvantaged backgrounds and groups that are under-represented at Oxford.

As part of the University's [regional outreach work](#), Christ Church's link regions are the North East of England and the London borough of Barnet. During term time we typically hold three access events in College every week, which generally include an information, advice, and guidance session, lunch in Hall, an opportunity to meet students and to see the College, and an academic activity. As well as Access work in College and sessions delivered in the link regions, we have developed sustained contact access programmes in both our link regions: [Christ Church Horizons](#), in Barnet, and [Aim for Oxford](#), in the North East of England. Beyond our link region work we support and collaborate with various charities, including The Brilliant Club, Debate Mate, and IntoUniversity. We have also developed

subject-specific initiatives, which have recently included study days in Geography, an annual Women in PPE event, as well as a sustained contact programme that aims to encourage Black and Mixed Black women to consider Computer Science.

Our sustained contact programmes in the region, our access events in College, as well as our subject-specific workshops and initiatives all include academic sessions, and for that reason we are looking to appoint two Access Tutors to support with Christ Church's Access and Outreach activities, and in particular with academic sessions for young people. The two Access Tutors would join a team of four other Access Tutors, already in post.

This is an excellent opportunity for postgraduates / postdoctoral researchers to disseminate their research to wider audiences and to contribute to increasing access to higher education and to Oxford for young people from socio-economically disadvantaged and under-represented groups.

Main Duties and Responsibilities

The Access Tutors will have different areas of expertise, which should be linked to one of the following Oxford undergraduate studies: Asian & Middle Eastern Studies, Philosophy, Economics, Geography, History, History of Art, Politics, Engineering, Physics, Psychology.

Under the direction of the Access Team, they will develop and deliver different types of access sessions, for online and in-person attendees. Most in-person sessions will take place in College during term time, with occasional access events during the holidays (we typically host two spring residentials and one summer school, all of which include academic tasters) and occasional travel to London and the North East (e.g. each access tutor is expected to deliver one academic taster for our sustained contact programme in Barnet and one in the North East). Their responsibilities are:

- Developing and delivering sessions including:
 - academic taster for pupils aged 16 and over, based on the Access Tutor's area of expertise, including for the Year 12 strands of the College's sustained contact programmes, *Christ Church Horizons* and *Aim for Oxford*
 - academic taster for pupils aged under 16, based on the Access Tutor's area of expertise, including for the Year 10 strand of the *Christ Church Horizons* programme
 - interview workshop in areas related to the Access Tutor's expertise
 - admissions tests workshops (if admissions tests are required for the course related to their subject) in subjects related to the Access Tutor's expertise
- Being event lead on other access events that take place in college as required - this may include accompanying groups to museum-led workshops, giving general presentations about higher education and Oxford (training will be provided), or overseeing student Q&As.

Selection criteria

Essential:

- Be a matriculated, enrolled graduate student at the University of Oxford in 2025/26 or hold postdoctoral status at Oxford for the 2025/26 academic year.
- Be a postgraduate student or postdoctoral researcher at the University of Oxford in an area linked to one of the following Oxford undergraduate courses: Asian & Middle

Eastern Studies, Philosophy, Economics, Geography, History, History of Art, Politics, Engineering, Physics, Psychology

- Enthusiasm for promoting wider access to Christ Church and to the University of Oxford
- Excellent interpersonal and communication skills, with the ability to engage and inspire students and build relationships with teachers and community groups
- Willingness and ability to represent Christ Church with enthusiasm and professionalism in a variety of situations
- Discretion when dealing with confidential and sensitive information
- Excellent oral communication skills, including the ability to make effective presentations to live and remote audiences
- Willingness and ability to be flexible in regard to working hours (for instance, when traveling to undertake access work, giving online presentations after the end of the normal working day, or assisting with college-based workshops)
- Excellent organisational skills and attention to detail
- A polite, friendly and tactful manner when dealing with enquiries from young people, parents, carers, and teachers
- Willingness to receive training, take on feedback, and work in a team

Desirable:

- Experience of the distinctive features of Oxford, through studying or teaching at the University
- Experience of involvement in Oxford access work (e.g. through UNIQ or other University-, department-, or college-based initiatives)
- Experience of interviewing or marking admissions tests for undergraduate admissions at the University of Oxford

Applications will be judged only against the criteria which are set out in the job description, and applicants should ensure that their applications show clearly how their skills and experience meet these criteria.

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias.

The appointment will be conditional on confirmation of an enhanced DBS check and will be subject to provision of proof of the right to work in the UK.

Pre-employment screening

Standard checks: If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right to work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated.

Terms and Conditions

Rates of pay:

- Delivery of academic session: single tutorial rate / hour (currently £32.84)
- Preparation time when new content created: single tutorial rate / hour (currently £32.84)

- Event lead (delivering information, advice, and guidance sessions / accompanying groups to other academic activities / moderating student Q&As): collection invigilation rate (currently £13.46 per hour)
- Travel time to link regions: £13.46 per hour of travel time
- Additional retainer of £60 per month.

All rates subject to: i) deduction of income tax and National Insurance; ii) completion of appropriate timesheets, which are to be signed off by the Access & Schools Liaison Officer on a weekly basis for payment through the Treasury; and iii) having already provided original documentation to establish their right to work in the UK.

- Period of work: 1 February to 19 September 2026.
- Working hours: These posts are offered on a casual, variable hours' basis. Working patterns and hours may differ from week to week, but are expected to be around three hours per week in term time for each Access Tutor, with further hours needed if travelling to link regions, if new materials are developed or if the Access Tutor is also the Event Lead on a particular day; fewer hours are likely to be needed outside of term time, with the exception of periods when the College holds access residential or summer schools. Working hours will be discussed with as much notice as possible.
- Holiday pay: Statutory holiday allowance of 5.6 weeks.
- Other benefits: On days where the post-holder will be Event Lead they will be entitled to lunches without charge in College, together with the access groups.

For the avoidance of doubt, your legal status is that of a 'worker'. You will not be an employee of Christ Church and, save when you are actually performing work for Christ Church or taking paid annual leave, there will be no relationship or mutuality of obligation between you and Christ Church. You may be offered work by Christ Church during the temporary period specified above at its discretion, but there will be no obligation on Christ Church to offer work or for you to accept it on any particular occasion. Further, Christ Church is under no obligation to offer you further work after the expiry of the temporary period specified above nor are you under an obligation to accept such work should it be offered.

How to Apply

Please apply using the online application form available at: https://fas.chch.ox.ac.uk/fas_live/chchaccesstut/ no later than the deadline of **12 noon on Monday 3 November 2025**. Applications received after this time will not be considered.

Application documents should include:

- A letter of application addressed to Prof. Alexander Kuo, Tutor for Admissions, stating your interest in, and explaining how you meet the criteria set out above using examples of your skills and experience.
- CV, including the names and contact details of two referees. References will be taken up for successful candidates. Referees should be people who have direct experience of your work and research.

Interviews

We expect to hold interviews during the week beginning 24 November 2025.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview.

If you have any questions regarding the application process, please contact academic.recruitment@chch.ox.ac.uk. Candidates are also welcome to contact Madhurima Sen (the College's Access & Schools Liaison Officer), for an informal discussion about this post: madhurima.sen@chch.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision.

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favorably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, gender, or sexual orientation.