



Director of Studies and Learning Support Officer

Job Title:	Director of Studies (Common Awards Undergraduate) and Learning Support Officer (Specific Learning Difficulties support and academic coaching)
Reports to:	The Academic Dean
Key relationships:	Academic Dean, Dean of Lay Ministry, Principal, Tutorial Team, Student Administrative Services Team, Cambridge Theological Federation
Location:	Ridley Hall, Cambridge
Hours:	Director of Studies (0.6 FTE), Learning Support Officer (0.4 FTE)
Term:	Permanent, subject to a satisfactory completion of a six-month probation period
Salary:	£42,800 per annum (1.0 FTE)

Job Summary:

Ridley Hall is seeking to appoint a Director of Studies, responsible for our undergraduate Common Awards courses, and a Learning Support Officer to offer academic coaching and specialist support for students with SPLDs (Specific Learning Difficulties). Founded to train students for ordained ministry in the Church of England, today Ridley Hall also prepares students for youth, children's and families ministry, and teaches independent students. The Director of Studies role is an academic administration role supporting all undergraduate students enrolled in our Common Awards programme in Theology, Ministry and Mission, which is validated by the University of Durham. The Learning Support Officer will work with all our students, including those undertaking postgraduate and research degrees. We are looking for applicants with relevant academic and administrative experience, a knowledge of theological studies, higher education, and SPLD learning support, to guide students through their studies as they prepare for missional leadership in a changing world. Some opportunities for teaching in the Common Awards programme may be available for suitably qualified and experienced candidates.

While advertised as a single full-time appointment, Ridley will also consider separate applications for each role. Please indicate in your application if you are applying for the full role, or for Director of Studies or Learning Support Officer only. We expect the successful candidate(s) to take up post from September 2026 or as soon as possible thereafter.

Applications:

Please send applications to: pa@ridley.cam.ac.uk no later than 10.00am on Thursday 28th May 2026. Applications should include a full CV, details of 3 referees and a cover letter referencing the job description and person specification. References will be taken up before interview. If you require us to contact you before getting in touch with your referees, please state that clearly in your application. The post is open to suitably qualified candidates in sympathy with the Church of England and the Ethos, Vision and Values of Ridley Hall. All applicants need to demonstrate that they have the right to work in the UK. Ridley Hall is an equal opportunities employer. Please also send an Equal Opportunities form when sending your application. Applications from candidates of UKME and global majority heritage are particularly welcome as people from these backgrounds are currently under-represented in the staff team.

If you would like to have an informal conversation ahead of applying for the role, please do be in touch with Katie Bowers, pa@ridley.cam.ac.uk.



Interviews:

By arrangement. Time is being held provisionally on Friday 12th June 2026.

Background

Ridley Hall is deeply committed to being a Christ-centered community, passionately guided by the Holy Spirit, where individuals are nurtured to grow in wisdom and actively prepare to proclaim Jesus Christ. Our mission is to provide rigorous training for both lay and ordained leaders from a diverse array of Christian backgrounds, thereby enhancing the renewal of the Church and contributing to societal well-being. We aspire for reconciliation through faith, aiming to restore communities and redeem neglected neighbourhoods through the transformative power of the gospel, which champions truth, justice, freedom, and new life across the globe.

Our educational approach integrates heartfelt worship and rigorous theological study in a supportive environment, empowering students to grow in vocation, professional skills and love for God. Looking forward, Ridley Hall is dedicated to evolving and growing under the Holy Spirit's guidance to respond to the challenges of our contemporary contexts. We aim to invest in our beautiful campus to provide a nurturing home for our expanding community of students, ensuring Ridley Hall's enduring legacy.

We cherish our open evangelical heritage and our longstanding commitment to excellence in teaching and learning alongside our vibrant relationships within both the Cambridge Theological Federation and the University of Cambridge's Divinity Faculty.

We value our daily communal practices of prayer, worship, shared meals, and joyful fellowship. Positioned in the heart of a historic university city, we are committed to serving God's mission in the world by forming people for a lifetime of loving service, empowered by the Spirit.

We currently have 121 students, of whom 36 are ordinands and 85 are lay ministry, independent and online students studying for a variety of degrees. We are working to renew our strategic vision to increase access to ministry training and offer a greater variety of formational opportunities for people training for ministry and mission. This is likely to lead to further changes in the make-up of the student body and in the pattern of delivery of teaching over the coming years.

Ridley Hall is part of the Cambridge Theological Federation (CTF), an ecumenical collaboration of educational institutes engaged in the formation of Christian leaders. Students training for ordained ministry take an academic pathway ordinarily accredited by either Durham University (Common Awards) or by Cambridge University. These academic pathways take place alongside contextual training as part of an integrated formation for ministry. Programmes of study are wide-ranging from pre-degree level through to PhD tracks, on offer for Lay and Ordained Ministry as well as independent students.



As the Church of England changes in the 21st century, training for ministry, lay and ordained, is facing questions about how we prepare students to lead in mission and ministry in a church and world we cannot quite yet imagine. This requires ongoing creativity and openness to the Spirit, and a willingness to take risks and explore new forms of teaching and learning. Together with the CTF, Ridley is continuing to explore different forms of training, and the entire staff team is considering how to offer more flexible training. Contribution to this work will be a part of the post-holder's work, together with the extended staff team.

Main Duties & Responsibilities

Director of Studies

Oversee and administer the education of students enrolled in undergraduate Common Awards programs. This includes:

1. Advising students in their module choices before the start of each academic year and ensuring their module choice forms are complete.
2. Receiving and approving all Common Awards documentation required for or submitted by students during their studies including concession requests, accredited prior learning submissions, auditing requests, module change requests, and extension requests.
3. Offering advice and academic support to students throughout their studies. This can, at times, involve dealing with sensitive pastoral information.
4. Participating in Durham academic processes administered by the Cambridge Theological Federation, as required, including Assessment Irregularity Panels and Exam Boards.
5. Preparing the Common Awards undergraduate teaching timetables and ensuring teaching cover is booked across the curriculum. This includes block week, mini-block teaching and Ridley Online teaching. This will be done in collaboration with the Academic Dean, Dean of Lay Ministry and relevant Cambridge Theological Federation staff.
6. With the Academic Dean, Dean of Lay Ministry, and other Cambridge Theological Federation Staff, offering input into the annual curriculum review process, approving module guides, and advising on teaching room allocation.

Learning Support Officer

Offer learning support to those students who have a recognized SPLD, or who believe they might have an undiagnosed SPLD, from application through to the completion of their studies. This includes:

1. Welcoming and connecting with new students who have a diagnosed SPLD and ensuring all new students are aware of the learning support offered at Ridley Hall.
2. Signposting students towards diagnosis providers for all SPLDs (including dyslexia, autism, ADHD) and supporting them before and after their assessment.
3. Providing study skills support as part of the Cambridge Theological Federation team of Learning Support Leads, and especially to any Ridley Hall student waiting for an SPLD assessment.



4. Ensuring students with SPLDs benefit from CTF learning support policies. This includes SPLD Cover Sheets and SPLD extensions for assignments. It may also involve arranging reasonable adjustments in the classroom and arranging alternative assessments.
5. Liaising with Ridley Hall Directors of Studies and colleagues in the CTF as required.
6. Offering academic coaching to students with non-standard academic backgrounds.
7. Training and supporting the Tutorial Team to ensure Ridley Hall's teaching is accessible to all students.

The role holder will also be required to undertake additional duties relating to the main priorities of the role from time to time.

Teaching

Opportunities to contribute to undergraduate teaching, as a teacher, supervisor, or moderator may be available to suitably qualified and experienced candidates, within the constraints of the overall role.

The Director of Studies and Learning Support Officer is a new role within Ridley Hall and so we expect the above duties and responsibilities to evolve over time. The role holder will need to be open to this process.



Person Specification

Essential

Education:

1. Postgraduate qualification in Christian theology, practical theology, youth work, or a relevant ministry-related discipline.

Knowledge/Experience/Skills

1. Experience of student-focussed educational administration, as a Director of Studies, course-coordinator or student liaison officer in higher education, or similar educational institution.
2. Experience of offering learning support in higher education or other educational contexts.

Personal Attributes

1. Excellent administrative and organisational skills.
2. Ability to work collaboratively with colleagues and organisations.
3. The ability to work in a team and on their own initiative.
4. Excellent communication skills.
5. Ability to maintain appropriate boundaries with students.
6. Good emotional intelligence.
7. Commitment to the Christian aims and principles of Ridley Hall.

Desirable

1. PGCE or relevant qualification in learning support.
2. Doctorate in a relevant theological discipline or ministerial area.
3. Understanding of curriculum design within theological education.
4. Experience of vocational training for Christian ministry, in the Church of England or another Christian denomination.



Conditions of Service

The post is open to suitably qualified candidates in sympathy with the Church of England and the Ethos, Vision and Values of Ridley Hall. All applicants need to demonstrate that they have the right to work in the UK. Ridley Hall does not hold Tier 2 visa sponsorship status, and we are therefore unable to recruit anyone who does not already hold the relevant work visa. Ridley Hall is committed to safer recruitment practices. Appointment to this position is subject to a satisfactory Enhanced Disclosure from the DBS (Disclosure and Barring Service). The successful applicant will be expected to comply with the Hall's safeguarding policies and procedures, and to complete all relevant Church of England safeguarding training, as well as the University of Cambridge's 'Prevent Duty' training.

1. The anticipated start date is September 2026, or as soon as possible thereafter.
2. Lunch is provided in College on working days during the ordinand term, Monday to Friday and during Block Weeks.
3. The post-holder will be entitled to 30 days holiday each year plus bank holidays for a full time appointment, which should ordinarily be taken in the university vacations and outside of block week teaching. Staff may be required to work on some statutory holidays, particularly when they fall during term, for which time off will be given in lieu.