ROLES AND RESPONSIBILITIES

SENIOR TUTOR

(Undergraduate Programmes)

This document outlines the typical duties expected of the post holder. The descriptions of the post cannot be exhaustive and the post-holder may be required to undertake other duties, normally these will be broadly in line with the listed key responsibilities. Roles and responsibilities may also be subject to change.

Summary of post:

The Senior Tutor has overall responsibility for the academic and pastoral care of undergraduate students in their department.

Duties and Key Responsibilities:

- Ensuring compliance with all College policies and regulations, including the key policies and procedures relating to the academic and examination regulations, discipline and complaints and appeals.

- Being familiar with the following key documents:
  - The QAA Quality Code for Higher Education

Academic care

- Ensure that Personal Tutors undergo appropriate training and are kept informed of changes to College policy.

- Ensure that each undergraduate student is allocated a Personal Tutor and that the Personal Tutorial system works effectively, e.g. that Personal Tutors meet regularly with their tutees.

- Liaise with the Director of Undergraduate Studies (DUGS) to ensure that the pastoral and academic roles of Personal Tutors fully support the degree programmes.

- Liaise with Personal Tutors to monitor the academic progress of students and take action where necessary where there is cause for concern.

- Liaise with Personal Tutors to monitor student attendance.

- Liaise with the Departmental Disabilities Officer (if a separate appointment) the College’s Disability Advisory Service (DAS) and the Registry to ensure that students with special educational needs are advised and assisted appropriately.
• Liaise with Registry to implement the withdrawal procedure where there is no improvement over an extended period.

• Monitor the effectiveness of the Personal Tutor system in the department and take appropriate steps to remedy any problems.

**Pastoral care**

• Advise on individual student problems as referred by Personal Tutors or directly to students as an alternative to the Personal Tutor.

• Refer students to other sources of help in the College as appropriate and liaise with these other agencies.

• To attend and, possibly Chair, the Mitigation Advisory Panel (MAP).

• To present student mitigation forms to the Mitigation Advisory Panel (MAP), which advises the Boards of Examiners.

• To deal mitigating circumstances or late submission for minor pieces of coursework consistently and fairly and to keep a record of such instances so that an investigation is triggered when several instances have occurred.

• Advise students who fail examinations, both those that are required to withdraw from the College and those that can make good the deficiencies.

• Advise students wishing to withdraw from the College or transfer to or from another department.

**General**

• In conjunction with the DUGS and student office maintain accurate and comprehensive student records for the department, liaising with Registry as appropriate.

• Provide regular reports on students as required to funding bodies.

• Provide references for students, liaising with Personal Tutors as necessary.

• Serve as a member of Staff-Student Committees.

• Serve as member of other departmental/Faculty/College Committees concerned with student learning and welfare, as appropriate.

• Serve as member of College Disciplinary Committees or Appeals against Withdrawal Panels.

• Keep up to date with current College practice in welfare support by liaising with College Tutors, and the Director of Student Support.

Additionally Senior Tutors may be required to:

• Administer nominations for prizes and scholarships.
• Take responsibility for departmental academic procedures, such as the granting of extensions for submission of coursework.

• Take responsibility for dealing with examination irregularities, including plagiarism.

• Deal with disciplinary cases, liaising with College Tutors, Registry and other sections of College as necessary

• To act in accordance with the *Imperial Expectations*