

IDEAL ROLES AND RESPONSIBILITIES

COHORT LEADER

This document is guidance for Departments and outlines an ideal role of the post holder, this role can be adapted to suit Departmental resources and individual needs.

Summary of post:

Cohort Leaders play an active role in building and promoting cohort cohesion by enhancing existing pastoral care and welfare systems in departments and assisting in signposting and/or the delivery of courses and events for the personal and professional development of students. They can act as a point of contact and advice relating to the pastoral care and welfare of the students in their cohort as well as the personal and professional development of students.

The role has a number of facets, and may include managing the evaluation of their 'cohort' programme within the department and providing feedback to the students.

It is usual for students to have a close connection with their cohort leader, it is therefore essential that the academic volunteers for this role and that it is not imposed upon them.

**Please note that if a cohort leader is also a PhD student's supervisor, an external, alternate mentor should be appointed and available.*

Duties & Key Responsibilities

- To support students in an academically challenging environment and to be a source of advice and reassurance
- To facilitate cohort cohesion by organising and attending some regularly scheduled cohort events, meetings & activities during term. (The frequency of these meetings/activities will vary between departments and the cohort's year of study e.g. more regular activities/meetings in the first year).
- To encourage and facilitate social and professional networking
- To encourage appropriate levels of cooperation and competition
- To be a point of contact for pastoral and welfare issues and to refer students to PG Tutors, welfare and health professionals as and when required
- To be a role model and to inspire
- To manage the evaluation of their 'cohort' programme within the department and feedback from students

Additional Duties

- To report to the relevant Departmental committees (within the limits of confidentiality) any matters arising among the students that relate to the doctoral programme/departamental provision, or to their pastoral care and welfare.
- Where resources allow, to meet each student individually at the end of each term, briefly documenting these meetings.

Allocating Time

Time commitment for cohort leaders will vary depending on the department and resources available.

One DTC estimated 3 hours/week for 44 weeks/year for 4 years. In this type of cohort the time commitment associated with cohort leading is expected to be slightly more than 3 hours a week in year 1 and slightly less in years 2-4. In exceptional circumstances related to the welfare and pastoral care of specific students cohort leaders may be required to exceed these expectations for short periods of time.

Remuneration/Funding

To ensure that the best people are attracted to the role of mentor, it is imperative that the department demonstrate that the position is respected e.g.

- by re-allocating other responsibilities
- by putting mentoring on a par with teaching/admin tasks for promotion/PDP/CPD
- by granting Cohort Leaders the same status in as year coordinators etc.

Training

Training and support for this role is offered by the Graduate School [Dr Caroline Hargreaves](#) for further info.

Tailored Professional Skills Courses

The Postgraduate Development Unit can meet with cohort leaders in order to tailor certain courses to meet specific cohort needs. For further information, please visit the Graduate School's Dedicated Provision webpage and complete the 'Request for Dedicated Provision' form. Once this form is received, a member of the Graduate School's team will contact you to discuss your requirements and make the necessary arrangements.