

Role description for Senior Tutors in each School.

It has been agreed as part of the Personal Tutoring Policy (2012) that each School will appoint one or more individual(s) as a Senior Personal Tutor to support and lead personal tutors. In some Schools this role may be delegated and devolved to a programme level, especially where the School covers a number of programmes with diverse cultures. Alternatively, the Head of School may decide to merge this role with that of an Associate Head (Teaching and Learning) or a Programme Manager or Deputy Programme Manager. In every case however, it must be clear that the Senior Personal Tutor agrees to have the following broad responsibilities.

Support and development of Personal Tutors

Overall, the role of the Senior Personal Tutor is to advise and support personal tutors in carrying out their role, responding to queries and concerns and signposting further sources of support and advice as appropriate. In particular,

- Ensuring that all Personal Tutors are aware of their responsibilities and are notified of any updates and changes to the School Personal Tutorial System.
- Ensuring that all Personal Tutors are aware of the various student development opportunities available to them at Plymouth, eg Plymouth Award, co-curricular modules, volunteering and so on, as well as the importance which we and employers attach to the broad HE experience.
- Systematically gathering feedback from student course representatives and staff on the efficacy of the personal tutoring system and highlighting issues for programme committee to consider.
- Reporting on the Personal Tutorial System to Student-Staff Liaison Committee.
- Foster awareness of and liaison with central support service providers such as Counselling, Learning Development Disability Assist, etc and particularly ensuring that all tutors know which member of support services staff has dedicated responsibility for their School.
- Brief first-time Personal Tutors
- Monitor staff requests for training and tutorial support to inform wider University staff development initiatives.
- Facilitating processes involving personal tutors such as when students are re-allocated to another personal tutor where there is period of staff absence or is otherwise unavailable, or where in the judgement of the senior tutor the relationship between the student and the tutor is irretrievably broken down.

Student-related administration

Senior Tutors should:

- In collaboration with School administrative staff take the lead in administering the Personal Tutorial System, by for example producing and disseminating a schedule of tutorials and appropriate content where personal tutorials are not a formal element of modules.
- Contribute to the undergraduate student induction process; a talk within Freshers' Week for example.

- Where appropriate, lead/oversee the monitoring, registration and attendance of students, especially first years, and support personal tutors in following up persistent absentees. (It is recognised that many Schools and programmes have existing, well established procedures and we do not intend that these should be displaced. The intent is to ensure that a single member of academic staff has oversight of these procedures).
- Ensure that support is in place for students suspending, withdrawing or transferring.
- Where local practices do not currently cover these, Senior Tutors may be invited to:
 - oversee the extenuating circumstances procedures, ensuring students are notified of the procedures and deadlines and liaising with relevant staff and committees in line with University regulations and procedures governing the extenuating circumstances process.
 - Be in attendance at and report to Examiners' Meetings as appropriate
 - attend Case Conferences for particular students where local practice requires

Senior Tutors are also responsible for:

- Their own development and keeping up-to-date with initiatives within the University and sharing good practice.
- Ensuring that information from the wider University is cascaded back to Personal Tutors in their School.
- Taking forward general issues and concerns from Personal Tutors to the Senior Tutor Community of Practice or other relevant University group.
- Producing and annually updating guidance for personal tutors in their School as a local supplement to the University Guidance for Personal Tutors, and ensuring that all material is appropriately disseminated to all personal tutors in their School.