

GUIDANCE ON LEADERSHIP DUTIES

Senior Tutor

The Educational Development and Enhancement Unit (EDEU) is working in partnership with Human Resources (HR) to articulate the purpose, nature and developmental benefits of each additional duty which it supports and colleagues take on behalf of the school or professional service. This guidance also aims to set out the skills and experience that would be helpful in the role so that Heads of School / Service can make use of this when nominating colleagues.

Duty:	Senior Tutor
Supporting Department:	Educational Development and Enhancement Unit
Point of Contact:	Dan Derricott, Student Engagement Manager
Duty exists in:	Each school (or smaller divisions at the discretion of the Head of School)
Academic Workload tariff:	24 – 72 hours per year dependent upon the scope / extent of the duties

THE DUTY

Purpose of the duty

Following a review of personal tutor support, the University is undertaking to better support staff in fulfilling the role of Personal Tutor and to better encourage students to engage with personal tutor support. A central element of the plan developed is to introduce a Senior Tutor into each school (or division in larger schools) who will lead on the coordination and enhancement of Tutoring, and will form part of a Senior Tutors Forum that enables collaboration and sharing across schools. A particular emphasis is placed on supporting colleagues in their school to be effective Personal Tutors.

Nature of the work involved

The Senior Tutor is responsible, under the guidance and support of the Head of School, for the coordination and enhancement of personal tutor support to taught students, and for contributing towards the development of personal tutoring across the University as a member of the Senior Tutors Forum. Typically this will include:

- supporting the Head of School in developing and implementing an approach to personal tutoring which meets the expectations articulated in university policy;
- advising and supporting Personal Tutors in fulfilling their role and continually improving their practice;
- supporting EDEU in training Personal Tutors;
- leading on efforts to promote the role and benefits of personal tutoring to students and maximising student engagement with Personal Tutors;
- advising Personal Tutors on supporting students with the academic implications of their medical and/or personal circumstances, where either the circumstances are of a particularly serious nature and/or the academic implications are especially complex;
- working closely with Programme Leaders and others on matters of mutual concern, such as on matters of assessment, preparation for exam boards and in the revision of handbooks;
- establishing and maintaining relationships with central support services for students to ensure Personal Tutors remain abreast of key policy or service changes; and

- actively contribute to the University's Senior Tutors Forum and task and finish projects which it undertakes, in particular by sharing good practice, reviewing policy and identifying the support needs of personal tutors.

Some schools may want to supplement this with additional responsibilities.

Benefits for the school / department

Good quality personal tutoring sits well at the heart of a good student experience. It provides the school with a holistic overview of a student's progress and development through a single point of contact, thereby enabling any potential problems to be spotted sooner and enabling high achievers to be pushed even further.

By having a Senior Tutor in the school, Personal Tutors have a dedicated source of support that can draw on their own experience and on the resources of the wider university. Senior Tutors also provide Heads of School with reassurance that attention is being paid to the development of personal tutoring locally and that their school is represented in university discussions on the topic.

How Heads Can Support

If personal tutoring is to become embedded at the heart of the student experience, Senior Tutors need to be central to school discussions on the development of teaching and learning. Heads of School could therefore take the opportunity to bring Senior Tutors into the forums where this takes place and by enabling Senior Tutors to lead relevant discussions in the school. Ensuring Senior Tutors have the time, space and authority to develop personal tutoring locally and to contribute centrally is an important factor. This includes ensuring a sufficient workload allocation.

THE PERSON

Benefits for colleagues undertaking this duty

- A platform for improving the experience of students and staff at Lincoln and enabling their personal and professional development
- Developing a whole-school and university-wide view of the quality of the student experience and how it can best be developed
- Developing project and people management skills, along with the ability to creatively solve problems and see beyond the status-quo
- Being a part of university-wide network of enthusiasts and experts that enjoys a high profile

Skills, attributes and experience that would be beneficial in the role

- A passion for supporting students to fulfil their potential
- Confidence in working with and support academic colleagues to be effective in their role
- An ability to confidently and sensitively challenge established ways of working
- Project management and delivery skills
- A broad and deep understanding of the school / department's activity and impact
- A commitment and the time to contribute to the wider university's development

FOR MORE INFORMATION

Each network of role holders is coordinated by a member of EDEU staff. Heads, duty-holders and those interested in taking on the duty are invited to discuss the duty in more depth with:

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Alternatively, more information can be found at: www.lincoln.ac.uk/studentengagement