Job Description

<table>
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<tr>
<th>Job Title: Senior Tutor</th>
<th>No. of staff reporting to the position: 12</th>
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<td>Reporting To: President</td>
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Main Purpose of Role/Overview:

The Senior Tutor is the College’s senior academic officer and has overall responsibility for all aspects of student life, including academic progress, pastoral needs and financial hardship. The Senior Tutor advises the Council and the Governing Body on academic matters and works closely with all College Officers in developing and implementing the College's strategic plan.

The Senior Tutor has overall line management responsibility for all student tutorial, welfare and admissions. Working collaboratively with a team of Tutors and the Assistant Senior Tutor, the Senior Tutor has overall responsibility for the selection, health and welfare of all student members of the College. In addition, the Senior Tutor is responsible for the College’s interaction with the wider University community and represents the College on appropriate University and Collegiate committees. The Senior Tutor keeps abreast of developments in higher education, adopts a strategic approach, and informs collective decision making on all academic matters.

Main Responsibilities & Duties:

Student welfare and education:

1. Overall responsibility for the day-to-day provision of student welfare.

2. Monitor the academic progress of students through their courses, including admission to courses, examinations, awards and prizes, ensuring the appropriate pastoral or other steps are taken where guidance and support is required and when progress is unsatisfactory.

3. Provide guidance on educational matters within the University and guide the Council and the Governing Body in all aspects of educational policy in pursuance of the College’s Strategic Plan.

4. Keep informed, and inform others, about developments within the higher education sector and assess and advise how the College should respond.

Standards of Performance/Results:

1. Effectively and timely, to ensure provision is appropriate and to a high standard, providing guidance and support as required.

2. Liaise with Directors of Studies, College Teaching Officers and Tutors to ensure all students’ progress is monitored and effectively supported.

3. Present policy options and recommendations as appropriate.

4. Regular reports to Governing Body on matters of importance.
5. Evaluate and promote discussions on graduate teaching and research, pastoral and financial needs, carrying out reviews of tutorial support.

### Tutorial matters:

6. Provide guidance to Tutors to ensure appropriate support offered to students.

7. Chair Tutor meetings, weekly during Term time, and liaise and communicate regularly with Tutors to identify issues and to provide guidance and support.

8. Be prepared to take responsibility, on request from a Tutor, in any particularly difficult pastoral matter or one which raises important issues of policy or precedent.

### Outreach and Admissions:

9. Assist in developing a strategy for the College’s admissions, recruitment and widening participation activities, promoting the College and recruiting and selecting highly qualified students. Create an inclusive and supportive community for graduate students and seek ways to develop this through identifying avenues of support (bursaries and awards) and attention to equality and access issues.

### Policy implementation:

10. Lead responsibility for implementation of various College and University policies e.g. safeguarding, Fitness to Study, student discipline, and supporting role in others e.g. Business Continuity.

### Student Finance:

11. Work with the Assistant Senior Tutor on the development of a strategy for student financial support, including review of bursaries and awards and hardship support programmes.

### Governance and Management:

12. Serve as ex-officio member on relevant College Committees. Attend the Senior Tutors’ Committee and pass on information to relevant colleagues.
13. Overall responsibility for line management of all tutorial and welfare, admissions and library functions, currently Assistant Senior Tutor, Tutors, College Directors of Studies, Librarian, Tutorial Office staff and Nurse.

Finance:
14. Responsibility for managing budgets which underpin the educational and welfare provisions for the student body.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

13. Managing and working collaboratively to meet College objectives/strategic plan.

14. Ensure that educational strategy is properly costed, within the context of the College’s finances, managing funds in support of the student body.