Imperial College London

ROLES AND RESPONSIBILITIES

SENIOR TUTOR

(Undergraduate / Postgraduate Taught 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 (UG) and Senior Tutor (PG) posts are respectively responsible for supporting undergraduate and postgraduate taught students in their department in their personal, general academic, and professional development. Where 'Senior Tutor' is used in this document, it refers to both of these roles and their respective responsibilities.
- The Senior Tutor manages the UG or PGT personal tutoring system within the department and is a source of support for Personal Tutors and for students with more complex concerns.
- The Senior Tutor ensures departmental compliance with College policies, ensures the accuracy of student records and monitoring, and serves on departmental and College committees.

Duties and Key Responsibilities:

Support for Personal Tutors

- The Senior Tutor is responsible for managing the personal tutoring system in the department, liaising with the Director of Undergraduate Studies (DUGS) or Director of Postgraduate Studies (DPGS) to ensure that the roles of Personal Tutors fully support the degree programmes.
- Senior Tutors monitor the effectiveness of the Personal Tutor system in the department and take appropriate steps to remedy any problems, e.g. ensuring that Personal Tutors meet regularly with their tutees.
- The Senior Tutor should be familiar with the College's Personal Tutors' Guide.
- Senior Tutors should ensure that all Personal Tutors undergo appropriate training, are kept informed of changes to College policy, and have the opportunity to further develop their tutoring skills through CPD. It is expected that al new Personal Tutors should complete the Introduction to Personal Tutoring Workshop before being assigned tutees.
- Senior Tutors liaise with Personal Tutors to monitor the academic progress and attendance of students and take action where there is cause for concern.
- The Senior Tutor is the primary source of support and advice for Personal Tutors and should be kept informed of any situation that is unfamiliar or less straightforward.

Support for students

- Senior Tutors ensure that each student is allocated a Personal Tutor, taking into account any complex needs.
- Senior Tutors liaise with the Departmental Disabilities Officer, the College's Disability Advisory Service (DAS) and the Registry to ensure that students with disabilities are advised and assisted appropriately.
- Senior Tutors may need to advise on individual student problems as referred by Personal Tutors, or directly to students as an alternative to the Personal Tutor.
- Senior Tutors should refer students to other sources of help in the College as appropriate and liaise with these other services.
- Senior Tutors should be aware of College policy regarding mitigating circumstances and the late submission for minor pieces of coursework, and are responsible for providing advice and guidance on these procedures to students and staff.
- Where students fail examinations, the Senior Tutor should advise both those that are required to withdraw from the College and those that can make good the deficiencies.
- Senior Tutors should advise students wishing to withdraw from the College or transfer to or from another department.
- Senior Tutors may need to provide references for students, liaising with Personal Tutors as necessary.
- Senior Tutors should keep up to date with current College practice in student support and wellbeing.

Policy

Senior Tutors are required to:

- Ensure compliance with current College rules, regulations, policies and procedures, including the key policies and procedures relating to the academic and examination regulations, discipline, complaints and appeals.
- Be familiar with the following key resources:
    - The Success Guide: http://www.imperial.ac.uk/success-guide
    - Student Space: http://www.imperial.ac.uk/student-space

Representation and Regulation

Senior Tutors are required to:

- Provide support for students with respect to the College's policies and procedures on mitigating circumstances, academic misconduct and student discipline.
- Liaise with Registry to implement the withdrawal procedure where there is no improvement over an extended period.
- Attend the Mitigation Advisory Board (MAB).
- Maintain accurate and comprehensive student records for the department, in conjunction with the DUGS / DPGS and student office, and liaising with Registry as appropriate.
- Provide regular reports on students as required to funding bodies.
- Serve as a member of Staff-Student Committees.

- Serve as member of other departmental/Faculty/College Committees concerned with learning and teaching and student support, as appropriate.
- Serve as member of College Disciplinary Committees or Academic Appeals Panels for students from a different Faculty to their own.
- Attend and contribute to the Senior Tutors' forum
- Act in accordance with the Imperial Expectations.

Additionally, Senior Tutors may be required to:

- Administer nominations for prizes and scholarships.

Approved Provost's Board
January 2017