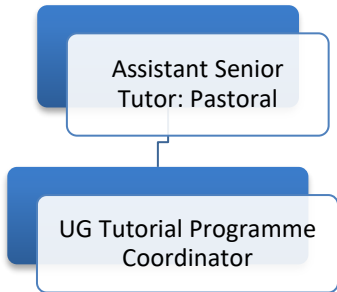


Job Description

Job Title : Undergraduate Tutorial Programme Coordinator (Tutor)	Post holder :
Reporting To : Assistant Senior Tutor: Pastoral	
 <pre>graph TD; A[Assistant Senior Tutor: Pastoral] --- B[UG Tutorial Programme Coordinator];</pre>	
Main Purpose of Role/Overview:	
<p>The Undergraduate Tutorial Programme Coordinator will play a leading role in the College’s tutorial provision for all Undergraduate students but with a particular focus on incoming first year students. They will design and deliver a group tutorial programme covering careers, wellbeing, mental health support and finance, amongst other topics, for these students, as well as supporting the Part-Time Undergraduate Tutors across all student year groups. The Coordinator will play an active role in college life and attend key college events such as Bridging Week, Matriculation, and Graduations.</p> <p>Alongside these duties and responsibilities, the Coordinator will be allocated a ‘side’ of tutees who they will advise and signpost as necessary on aspects of health, welfare, and finance. The Coordinator must work closely with the Part-Time Undergraduate Tutors, the Postgraduate Tutorial Programme Coordinator, Assistant Senior Tutor: Pastoral, and the Senior Tutor.</p>	
Main Responsibilities & Duties:	
<ul style="list-style-type: none">• Design and deliver the Undergraduate Tutorial Programme.• Initiate and oversee support procedures where appropriate in discussion with the Assistant Senior Tutors and Senior Tutor.• Use the Case Management System, currently Cliniko, to keep accurate and up to date records of student interactions.• Attend regular Pastoral Team meetings.• Work with the SpLD Practitioner to ensure Student Support Documents (SSDs) are up to date.• Work with the Student Office supporting students with applications for exam arrangements.	

- Support both tutors and tutees in navigating College and University policies and procedures, for example hardship applications, applications to disregard terms, disciplinary matters, and exam arrangements.
- Work closely with the Student Office as the first point of contact for students.
- Work Closely with the Pastoral Team.
- Provide out of hours support to all students as part of the Duty Tutor Rota.
- As required, perform day Duty Tutor responsibilities.
- Attend college events such as Formal Halls, Matriculation, Bridging and Graduation.
- Attend relevant training courses to ensure knowledge and skills are kept up to date.
- Deputise for the Assistant Senior Tutor: Pastoral when appropriate.
- Perform tutor duties.

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

Scope/size of role (budgets, people, etc):

Significant internal/external relationships:

Internal: Part-Time Undergraduate Tutors, Postgraduate Tutor Programme Coordinator, Assistant Senior Tutors, Senior Tutor, Student office, Data and Procedures Officer, Mental Health Practitioner, College Nurse, SpLD Practitioner, Student Finance Coordinator, Supervisors, DoSs, CTOs.

External: Student Services; Harassment and Violence Support Services, Access and Disability Resource Centre, the University Counselling Service, Mental Health Advisors, and Wellbeing Service.

Objectives (as per PDR) or key milestones :

Target/Objective:

Time duration:

Date prepared :

Agreed by Manager :

By whom :

Agreed by post holder :

Person Specification – Undergraduate Tutorial Programme Coordinator

	Essential	Desirable
Qualifications, experience and background	<ul style="list-style-type: none"> • Educated to Degree Level • Experience of working with students on higher education programmes. • Experience of supporting students in a pastoral capacity including those with complex needs or experiencing particular difficulties. 	<ul style="list-style-type: none"> • Experience working within Collegiate Cambridge • A recognised counselling or listening skills qualification. • Awareness and knowledge of safeguarding principles.
Specific knowledge/skills (technical)	<ul style="list-style-type: none"> • An interest in and enthusiasm for working with students. • Experience designing and delivering programmes or schemes of work. • Insight into the challenges Undergraduate students face within the higher education sector. • Excellent record keeping skills. • Understanding of duty of care and data protection • Highly organised, with an ability to multi-task, work under pressure and to tight deadlines • Excellent IT skills including Microsoft Word, Excel, and database management. • Experience of producing written reports to a high standard 	
Personal attributes	<ul style="list-style-type: none"> • Excellent oral and written communication skills • Committed to high professional standards. • Friendly approach and high levels of customer service • Demonstrates accountability. • Willingness to embrace change. • Resilient, with the ability to exercise judgement and use initiative. • Ability to manage sensitive and confidential issues and to remain discreet, calm, and professional. 	
Team and management skills	<ul style="list-style-type: none"> • Able to work well as part of a broad welfare team and take initiative when necessary. 	<ul style="list-style-type: none"> • Experience coordinating or leading a team
Other	<ul style="list-style-type: none"> • Willingness to adopt a flexible and collaborative approach to tasks 	<ul style="list-style-type: none"> • Clean driving licence