

Job Description

Title: Academic Support Tutor

Reports to: Academic Support Manager

Based at: Fairfield School of Business, Croydon

Job purpose:

The Academic Support Centre exists to support the academic development of each individual student at the College and in particular those who have experienced difficulty adjusting to full-time education especially regarding the completion of assessments. As a primary role based on information received from the Registry following Exam and Progression Boards the Academic Support team will contact students who have failed to submit or have been referred in assessments and devise a strategy to encourage and enable those students to complete their work. This will be done in accordance with awarding body guidelines. As a secondary role tutors may act in support of the lecturing staff at any time. Additionally tutors may be required to run seminars or workshops for students on appropriate educational topics or techniques which have been identified as causing difficulties. Tutors are expected to be pro-active in identifying these.

Key Responsibilities include:

- Giving guidance and support, monitoring academic progress in submission of work and encouraging good discipline of students in the tutor group;
- Maintaining regular contact with each student referred to Academic Support by negotiation (via phone, skype, face-to-face, email etc);
- Generally supporting students' progression through FSB;
- Completing administrative tasks relating to the students in the group;
- Liaising with the Academic Support Manager, Programme Leaders/course coordinators, other FSB staff, Registry and Student Support as appropriate;
- Keeping the Academic Support Manager informed of matters relating to individuals and the student body as a whole.
- Attend meetings as required in pursuance of responsibilities

Detailed Responsibilities and Duties

A tutor must regard any matter relating to a student as her/his concern and should:

- Assist in the delivery of the Induction Programme in conjunction with other tutors/specialists, mark and submit the completed induction pack with the assessment records on time;

- Provide appropriate tutorial support to include one-to one reviews in which students are encouraged to be active, self directed learners, and motivated to participate effectively in the academic process Keep accurate records of attendance and progress at tutor sessions;
- Take initial action in dealing with and monitoring problems relating to academic progress, behaviour or personal matters of students in line with College procedures;
- Deal with any unexplained unacceptable levels of absence in line with College Attendance and Attitude Procedures;
- Facilitate transfer to other choices or programmes and complete early leavers documentation if appropriate;
- Prepare, in consultation with colleagues, material for references, testimonials and reports as required;
- Keep accurate records relating to tutor duties including 1-2-1 reviews within a personal tutor file;
- Support students in building up a comprehensive Personal Development Plan;
- Encourage career development through career education by disseminating careers information and referring students to the Careers Service as necessary;
- Attend training events and tutor meetings;
- Encourage students to participate in College life as widely as possible and to foster a sense of belonging;
- Participate in the evaluation of the programme. Contribute to academic course development and liaise with academic departments;
- Manage resources for reading lists and allocate length of library loans;
- Assist students with literature searches using databases, printed resources and internet;
- Deal with user enquiries which may involve one-on-one sessions;
- Tutor groups and individuals on research techniques and referencing methods;
- Ensure that the library is compliant with all copyright legislation and ensure that other users are aware of the appropriate legislation;
- Co-operate with the academic staff to ensure the course related literature is in the library.
- Update students and staff about literature available at the library
- Be aware of the different needs of their students
 - Recognise the signs of potential problems
 - Identify the most appropriate support for them
 - Be fully conversant with the content of the HND Business modules
 - Understand the responsibilities of students in the process and communicate them effectively
 - Know when it is appropriate to seek specialist help or advice.

- Be a responsible person that students can confide in Provide support and encouragement where appropriate.
- Help students to find the right ways to resolve problems

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post.

The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act 1998.

The post holder must demonstrate a strong commitment to the College's ethos in support of widening participation expressed through its policies dealing with students, staff and visitors. This may involve a particular response to assist anyone with a disability or Special Needs. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post, Department and College.

This job description will be regularly reviewed and at least prior to the annual appraisal, if applicable or on a regular basis to ensure they are an accurate representation of the post.

Employee's name, surname.....

Employee's signature.....

Date: