|  |  |  |  |
| --- | --- | --- | --- |
| **Post Details** | | **Last Updated: 08/04/2022** | |
| **Faculty/Administrative/Service Department:** |  | | |
| **Job Title:** | Senior Teaching Fellow/ Senior Personal Tutor | | |
| **Job Family & Job Level** | Research and Teaching | |  |
| **Responsible to:** | Director of Learning and Teaching | | |
| **Responsible for:** | n/a | | |
| **Job Summary and Purpose**  To make a significant contribution to supporting and advancing personal tutoring at Surrey Business School for all students and staff.  To lead personal tutoring and ensure outstanding student experience. | | | |
| **Main Responsibilities and Activities** | | | |
| **Teaching delivery and development**:  Give leadership to sustained development of personal tutor strategies and tactics.  Lead innovation in personal tutoring  Create opportunities for the development of new personal tutoring initiatives and projects across the school.  Lead on the maintaining of quality and standards for the delivery of an outstanding personal tutoring system.  Critical review of personal tutoring activities as directed by Director of Learning and Teaching, e.g. improvement mechanisms following analysis personal tutor engagement data.  Lead and influence the development and application of effective personal tutoring assessment techniques.  Provide pastoral care to personal tutees and support to personal tutors in managing their relationship with personal tutees.  Where appropriate act as a University delegate at external events in your capacity as senior personal tutor.  Continually update knowledge and understanding in the field or specialism.  Conduct individual or collaborative PT projects across the school, faculty and university as required.  Actively contribute to the development of Department/School and Faculty teaching and learning strategies and wider discussion of educational issues within the University and outside from the perspective of personal tutoring.  Participate in and develop external networks associated with personal tutoring.  Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague if appliable.  **Student pastoral care**  Develop and use pastoral care skills to support the academic development of students and ensure a good student experience.  Act as personal tutor and give first line support before referring students on to appropriate services.  **Management and Administration**  Perform senior administrative duties that enhance the effectiveness of the management of the Faculty’s student learning experience and learning opportunities on the context of your role.  Be involved in academic and professional in the discipline and take leading roles in these networks.  Lead on the advice, supervision and guidance to peers and colleagues and direct support for their innovations within developments that aid personal tutoring. | | | |
| **Person Specification**  Post holder expected to possess a university degree relevant to personal tutoring, e.g. psychology, human resources, learning and development, adult development, sociology, management education.  Post holder to demonstrate:   * Evidence of significant academic and professional leadership in developing others. * Evidence of leadership/development in a postgraduate and undergraduate tutoring/ teaching role that included pastoral care responsibilities. * Evidence of a strong contribution to administration * Evidence of strong external reputation in the area of pastoral care * Attainment of ongoing development in the area of expertise associated with personal tutoring.   A Teaching Qualification e.g. Postgraduate certificate in Learning and Teaching in HE or equivalent is essential. | | | |
| **Relationships and Contacts**  Post holder will be a member of Faculty committees relevant to their administrative duties, e.g. Faculty Board of Studies and Examination Board.  Teaching and Administrative duties will be allocated by the Head of Faculty/Department, within the context of the programmes agreed by the Faculty Learning and Teaching committee or similar body. | | | |
| **Special Requirements**  The post holder is expected to work outside normal office hours as necessary.  The post holder will be expected to contribute to organisation and execution of student experience activities throughout the academic year, including times when students are not on campus. | | | |
| **All Staff are expected to:**  Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities policy.  Undertake such other duties within the scope of the post as may be requested by your Manager.  Help maintain a safe working environment by:   * Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand * Following local codes of safe working practices and the University of Surrey Health and Safety Policy | | | |