



**REUBEN  
COLLEGE**

## What is a “Senior Tutor”?

The role of a college’s Senior Tutor is an ancient one, but varies between the Colleges. At Reuben the Senior Tutor’s role is defined as:

- **To support the President and interdisciplinary Theme Leaders in developing and managing the academic strategy and programme of the college.**

Working with the President to develop plans for the size and shape of the College; recruiting and inducting the Fellowship, including Official Fellows, Research Fellows and all other types of Fellow; supporting the President in developing the academic strategy; overseeing the academic activities of the College; and providing HR support to Fellows throughout their association with the College, including development and training, welfare support and casework.

- **To be the ‘Secretary to the Governing Body’, with general oversight of governance matters in the College.**

In liaison with the President, to prepare agendas and papers for the Governing Body to ensure that it fulfils its responsibilities in an efficient way, making decisions on the basis of full, accurate and relevant information; oversight of agreed actions; ensuring compliance with legal requirements under eg GDPR and the Equality Act; and be a source of expert advice and briefings on academic, graduate and legal / governance matters.

- **To act as advocate of graduate studies and oversee graduate activities in the College, in collaboration with other Senior Officers and administrative staff as appropriate, in order to ensure that the College enriches and sustains graduate life at Oxford. This includes:**

**a. *Academic leadership and advocacy:*** To create, develop and review the College’s academic policy, procedures and provision for graduate studies; represent graduate academic matters within and outside the College, providing expert advice as required; and play an active role in appropriate committees of the Conference of Colleges, including Graduate Committee.

**b. *Responsibility for admissions:*** To liaise with other college officers to establish projected admissions numbers and targets, providing expert advice as required; have oversight of the student recruitment strategy and information materials, including responsibility for admissions-related information on the College website; liaise with central teams to ensure the effective, efficient admission of graduate applicants to the College; design, organise and participate in induction, and ensure that the needs of sub-groups (student parents, disabled

students, mature students, part-time students etc) and diverse cultural backgrounds are taken into account.

**c. *Pastoral support, welfare and mentoring:*** To oversee the allocation and briefing of College Advisers, and ensure the smooth operation of the College Adviser system; liaise with students and College Advisers, monitoring the progress of students from induction to degree completion and providing support as appropriate; ensure that students are able to raise sensitive issues confidentially within the College, and know how to do this; liaise with internal contacts, University support services and academic departments/faculties to provide pastoral (and, as appropriate, academic) support to students experiencing difficulties; and ensure that reasonable adjustments are made for disability and special needs.

**d. *Oversee the administration of graduate scholarships, bursaries and other financial support:*** To advertise available College graduate scholarships and travel, research and conference grants; review applications and advise on the allocation of scholarships and grants, liaising as appropriate with other officers within the University (fees and funding, divisions, departments); oversee the allocation of hardship support for students in College; keep up to date on internal and external funding sources, providing advice to senior members of the College as required; support relevant fundraising efforts.

**e. *Oversee on-course student administration:*** To ensure that an appropriate student records system is set up and kept up to date and in accordance with the GDPR; oversee the administrative processes for graduate student progression (review and approval of forms pertaining to student milestones such as transfer of status, confirmation of status, suspension of status etc); oversee the examination processes (including special examination arrangements where necessary); co-ordinate the graduation process; organise and take part in degree days.

**f. *Take overall responsibility for monitoring the academic progress of the College's students:*** To ensure that processes are in place to monitor students' progress (including college collections); monitor reports and address any problems regarding University academic provision speedily and effectively; ensure all students are offered (as a minimum) an annual review meeting with a College Officer to discuss academic progress, and any issues of concern; and ensure that alternative examination arrangements are applied for where needed.

**g. *Communicate effectively and regularly with the College's students:*** To systematically gather feedback from students and college advisers and ensure that it is analysed, reviewed, and acted on where appropriate; meet regularly with the President and other officers of the Common Room; liaise as necessary with student representatives, such as the Student Union President or Vice-President (Graduates); be aware of how academic complaints can be handled most effectively (eg through the Proctors or Department), provide advice, and where appropriate and necessary, act as an advocate for the student; and to ensure that there is a written complaints procedure in accordance with the guidance from the Office of the Independent Adjudicator.

***h. Ensure the academic and social needs of students are met:*** To ensure that appropriate academic resources are available for the College's students; encourage academic graduate activity and events (such as talks, seminars, reading groups, subject family lunches, research fora etc.) working with the Common Room as appropriate, liaise with the Innovation in Information Technology Fellow to ensure that appropriate IT provision is available in college; assess the needs for study skills training and develop as required; oversee the college's social provision to students, acting as Responsible Officer when necessary and regularly attending formal dinner or guest nights to mix with students; and to promote a range of social activities to facilitate inclusion for all.

***i. Act as the advocate of graduate studies in the College:*** To attend relevant College committees to champion and feed back on relevant graduate matters; recognise the diversity and differing needs of the graduate community (which includes mature, international, PGCE, PGR, PGT, part-time students, student parents); advise Governing Body and senior members of the College on its graduate strategy and have oversight of its implementation; and to attend the termly meetings of the Graduate Committee of the Conference of Colleges.

***j. Act as the line manager for College staff engaged in supporting the academic programme and students within the college:*** To design roles to meet the College's developing needs; recruit and induct staff members; create an inclusive and supportive team environment; set targets and objectives and monitor performance; encourage training and professional development; and conduct development reviews.