

## Main Responsibilities of Senior Tutor (Tutorial Coordinator)

*Updated: May 2023*

Senior Tutor (Tutorial Coordinator) roles are often available on Years 1 and 2 courses with enrolments of at least 90 students, and/or at least four tutorial groups, to help with the co-ordination of multiple tutors and tutorial groups.

Role holders are expected to liaise with Course Organiser and Course Administrator of the course to which they have been appointed. They also assist the Course Organiser with the following tasks, and the balance of responsibilities may vary from course to course:

- Providing support and advice to course tutors, including participating in induction sessions; contributing to development and dissemination of tutorial ideas and practice; and assisting with guidance on marking and assessment.
- Assisting the course administrator and course organiser in setting up tutorials and online discussion groups; ensuring group numbers are appropriate.
- Liaising with course organiser on the allocation of tutors to their final tutorial/discussion groups. Providing the course administrator with this information (by the end of Week 1).
- Assisting the course organiser and the teaching group in the preparation and distribution of course materials; supporting the course administrator in revising and proofreading course handbooks (if required for the course)/course learn site; and assisting with the preparation of tutorial reading packs (if applicable).
- Checking library holdings and web-based resources against readings listed in the course handbook and on the course learn page; placing relevant items on reserve; notifying the course organiser of any missing materials.
- Assisting course organiser with organising meetings of tutors and liaising between course tutors and the teaching group.
- Advising the course administrator when communicating with students and Personal Tutor/ Student Support on behalf of the course organiser, especially in relation to registration, non-attendance and failure to complete coursework.
- Contributing to administration of the assessment process, including preparation of a timetable for marking, moderating and returning essays; and calling meetings on behalf of the course organiser to cross-check and review marks prior to return of essays.
- Assisting with consideration of quality enhancements for elements of the course and liaising and coordinating input from other tutors if needed.
- Assisting with the preparation and upload of web-based teaching materials.
- Other appropriate responsibilities, as agreed in advance with the course organiser and SPS Tutoring.

Role holders are guaranteed hours are based on class size for the semester and the number of hours allocated are listed below:

Class Numbers	Senior Tutor (Tutorial Coordinator) allocated hours
50-150	36
151-250	45
251-350	54
351-450	63
450+	72