

Role Description	Lead Tutor
V2 February 2023	

The Lead Tutor reports to the Education Coordinator.

The Lead Tutor has all the responsibilities of a Tutor with the addition of the following.

Responsibilities

The Lead Tutor is a member of the Programme Team with expertise in the subject matter and is responsible for disciplinary leadership of the programme.

<p>Programme development</p> <ul style="list-style-type: none"> Member of the Programme Design Team
<p>Programme delivery</p> <ul style="list-style-type: none"> Provides support and guidance to tutors and all members of the Programme Team in relation to programme content on an ongoing basis and via Programme Team meetings Maintains the Programme Descriptor Reviews and updates lesson plans, programme handbooks, assessment strategies and instruments and other programme resources regularly Deletes or archives old or obsolete programme content regularly Receives and reviews the scheme of work and lesson plans from tutors Confirms the assessment plan and strategy with tutors, ensures initial assessment is carried out correctly by tutors Sources and makes available relevant learning materials Provides input into programme reviews Researches progression opportunities open to graduates of the programme
<p>Admissions</p> <ul style="list-style-type: none"> Reviews application forms to ensure applicants meet minimum criteria; interviews applicants if there is doubt about their suitability Processes applications for Recognition of Prior Learning
<p>Feedback and monitoring</p> <ul style="list-style-type: none"> Carries out tutor observations for both face-to-face and online teaching; liaises with Education Coordinator on any actions required and training needs identified Records and collates learner and tutor feedback Monitors concerns and complaints from learners and tutors and escalates to Education Coordinator if required Monitors the assessment strategy and marking sheets to ensure balance and consistency for the range of learners involved Implements minor changes within the Programme Descriptor during a programme
<p>Information and reporting</p> <ul style="list-style-type: none"> Reports to the Education Coordinator in relation to updates and changes in the programme, feedback and evaluation and all aspects of programme delivery