College Tutor – Role Description, Duties Expectations and Background

Purpose of the Role
A College Tutor is a member of a team (approximately one Tutor to 150 resident students) of resident senior students who live alongside the undergraduate and postgraduate members of the College. College Tutors work with the Head of College, Assistant Head of College and College Administrator to create and nurture the college community and with student bodies in the College to support events.

You will live in residence and it is essential that you are a part of the community of College residents. A key part of the role is to build positive relationships across the community. These close links to residents allow the College Tutor team to provide a reassuring presence within the blocks and initial welfare support to students encountering difficulties.

The purpose of the role is not to provide ongoing and professional welfare support, but rather to signal to students where such support is to be found within the University. It is important that College Tutors are able to signpost effectively and recognise the limits of their own input.

NB The role of the College Tutor is distinct from the full time Graduate Tutor Intern role which is in place, which is advertised separately.

Key Accountabilities

College Community and Community leadership*
- To work with the College Team to foster a sense of community including the planning of and attendance at Welcome Week and College events, and to work with the College Team and student bodies to guide their activities, campaigns, and events throughout the year.
- To maintain a high profile within their blocks, particularly in the evenings, in order to provide a senior presence for students, and to attend College events.
- To assist in the planning, organisation and administration of College events. This may include working with College staff, leading the organisation of particular events, or supporting the student committees in the organisation of their events. This includes everything from the planning events to achieve desired outcomes to the clearing up and washing up after events.
- To assist in the College administrative work of the College. This may be involve carrying out a variety of administrative tasks to further the College’s aims.
- To work with College Staff, and other officers of the University such as members of the Careers team, the Open Door Team and external bodies such as the City Council and the emergency services to develop and deliver a programme of complementary activity to promote the strategic aims of Colleges and to promote student’s personal development.
- To manage the STYCs and STYMs in Undergraduate Colleges
- To run and facilitate academic related events in Wentworth College

*Please note that each College has a distinct community and culture and these roles may vary, particularly between Undergraduate and Postgraduate Colleges.

Community welfare and wellbeing
- To work with the College Staff to ensure the general welfare of the College and its student members (resident and non-resident, home and international) and create a sense of
community within college residences. This may include holding regular office hours or “drop-in” sessions.

- To signal to College staff where direct welfare interventions are necessary.
- To provide a listening ear for students, support them in resolving low-level problems for themselves and signpost them towards specialist help where necessary, but not to take responsibility for complex welfare interventions. When necessary, to support College Staff in attending disturbances and other incidents within the College, but not to take responsibility for disciplinary matters.
- To keep timely, accurate and appropriate records of student interactions and activities using college systems.
- To attend College Team meetings as directed by the Assistant Head of College.
- To be familiar with all protocols issued in regard to specific college duties and all relevant university-wide Health and Safety policies.

**Background**

Colleges have been a core aspect of the structure and culture at York since its founding in 1963. They were designed to support staff and students. Colleges are strongly valued by students, provide an important complementary axis to departmental identity and provide the basis for the delivery of social and welfare support and the creation of diverse communities. Tutors are senior students who provide a community building and welfare function, and help to deliver activity promoting the 5 strategic aims of Colleges, which are:

- Stimulating academic attainment – facilitating social opportunities and creating a culture to enhance students' academic curiosity and motivation to learn.
- Creating cohesive communities – developing an environment which enables students from diverse identities and backgrounds to learn to live both independently and in a supportive and inclusive community.
- Developing skills and employability – encouraging and supporting a programme of, largely, student-led activities, in conjunction with other departments in the University, which will help students to increase their skills and prospects and develop leadership qualities.
- Promoting diversity, an ethical approach and intercultural and environmental sensitivity – providing opportunities for students to challenge themselves and each other, to discover new cultures and experiences, and to promote the University's vision and values.
- Encouraging well-being – providing sporting, social and welfare activities and interventions that encourage healthy living and reduce mental strain, enabling students to develop self-reliance and resilience and, in conjunction with other sections of the University, supporting students in distress.

Each College will operationalise these strategic aims in different ways, as directed by the Head of College.