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# Link Tutor



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School/Department:	
Grade:	8
Reports to:	Director of School (dotted line to Academic Head of Partnerships)
Responsible for:	n/a

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Job Summary and Purpose:	To provide advice and support to nominated Collaborative Partner/ Overseas Campus
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## 01 MAIN DUTIES

This professional role will encompass all of the following, but the balance of duties and responsibilities will be determined in agreement with your line manager and the principles of the stated job purpose.

### 1.1 Pre-Delivery Stage

- 1.2 Get to know the institution and partner staff
- 1.3 Familiarise yourself with the relevant University quality procedures and academic regulations
- 1.4 Provide advice and guidance for partner staff on all aspects of quality assurance and enhancement of the course(s)
- 1.5 Provide guidance and support on curriculum development and delivery material
- 1.6 Provide guidance on interpretation of unit descriptors and assessment (provide a sample of good / fail piece of work if required)
- 1.7 Work with partner link tutor to contextualise unit descriptors to local parameters, e.g. market environment, available resources, etc
- 1.7 Explain the role of internal verifier and external examiner

### 2 Communication

- 2.1 Communicate regularly, most likely via email
- 2.2 Hold regular virtual calls with partner link tutor to discuss operations
- 2.3 Know where to seek specialist help and advice from within the University

### 3 Meetings & Committees

- 3.1 Attend annual Executive Partner meeting where possible
  - 3.2 Report updates on student progress and teaching matters at UCA School Board of Studies
  - 3.3 Ensure communications from the UCA School Board of Studies are communicated with the partner
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## **4 Admissions**

4.1 Assist with Admissions queries and monitor entry qualifications of students

4.2 Ensure admissions data is forwarded to the UCA for processing

## **5 Marketing materials**

5.1 Ensure that partner marketing material relevant to the course(s) are approved by the University

5.2 Support marketing activities

## **6 External Examiners**

6.1 Ensure the External Examiner is fully conversant with University procedures and has all the necessary information and materials relating to partner and programmes

6.2 Liaise with External Examiners for the external verification processes

## **7 Assessment**

7.1 Spot checking assessment briefs and unit guides to ensure they are appropriate, particularly in relation to academic standards

7.2 Provide guidance on interpretation of assessment (provide a sample of good / fail piece of work if required)

7.3 Carry out sample marking and advise whether marking meets UCA expectations; agree on sample size going forward

7.4 Provide staff development around assessment policies and marking standards

## **8 Board of Examiners**

8.1 Carry out internal verifier duties and complete internal verification form for inclusion in the minutes of the Board of Examiners

8.2 Support the partner link tutor and UCA Officer with gaining marks for Board of Examiners

8.3 Attend (virtually or not depending on timing and location) the Board of Examiners

## **9 Course unit descriptors, changes & support**

9.1 Provide guidance on interpretation of unit descriptors

9.2 Ongoing work with partner link tutor to contextualise unit descriptors to local parameters, e.g. market environment, available resources, etc)

9.3 Support partner link tutor with course action plans

9.4 Advise on course changes, or context specific amendments to a franchise programme

## **10 Institutional Approval/ Re-approval/ Validation/ periodic review**

10.1 Contribute by way of feedback to the institutional approval/ re-approval events.

10.2 Contribute / assist with periodic reviews, validations or other quality assurance processes

10.3 Support the partner in the preparation of course validation and periodic reviews

## **11 Annual monitoring/Link Liaison document**

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11.2 Support the partner link tutor with annual academic course monitoring

11.3 Support Annual Academic Monitoring, both advising the partner and completing the UCA sections

## **12 Student feedback & experience**

12.1 Support the partner link tutor with student surveys, e.g. explain course leader briefing

12.2 Assist with feedback / action where necessary in response to student feedback

12.3 Support the partner to enhance the student experience

12.4 Support the partner on progression support / careers advice

## 02 Link Tutor Attendance/ Representation

	Course Board of Studies	School Board of Studies	Internal/ External Verification	Board of Examiners	Executive Partner Meeting	Validation Event	Periodic Review
Where	Partner Campus	UCA Campus	Partner Campus	UCA Campus	Partner Campus UCA Campus <i>Virtual for Overseas</i>	Partner Campus UCA Campus <i>Virtual for Overseas</i>	Partner Campus
How Often	1 per course per year (Can be scheduled in 1 day for all course)	3 per year	1 per year	2 per year	1 per year	1 for initial approval	1 every 5 years (initially 3 years)
Partner responsibility	Partner organises	Partner attends or send report to UCA	Partner organises with LT and EE	Partner sends marking to UCA (After Internal & External Verification)	Partner attends meeting	Partner attends meeting	Partner attends meeting
Link Tutor (LT) responsibility	LT attends at Partner location	LT attends UCA to represent Partner	LT attends at Partner location	LT attends meeting at UCA	LT attends meeting	LT attends meeting	LT attends meeting

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### **03 DUTIES OF ALL STAFF**

- 1.1. To undertake such other duties as are within the scope and spirit of the job purpose, the job title, and the grade.
- 1.2. Take responsibility for health and safety of yourself and others in carrying out the duties of the role.
- 1.3. To promote equality, diversity and inclusion in your performance of your duties.
- 1.4. Maintain and promote health, safety & wellbeing awareness and commitment within the framework of the University's Health, Safety & Wellbeing policy.
- 1.5. Undertake any other work and hours of work as required to commensurate with the level and responsibility of the post.
- 1.6. To actively participate in learning and development to meet the requirements of your role and the University.

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## 04 SELECTION MATRIX

	Essential	Desirable	Used to shortlist
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### Qualifications

1	Appropriate First and Masters degree in a relevant subject (a teaching qualification, PGCE or equivalent or a PHD is desirable)	x	x
2	n/a		x

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### Knowledge & Experience

3	Significant HE experience in a senior lecturer role		x
4	Significant HE experience in a lecturer role	x	
5	Pragmatic approach to problem-solving	x	
6	Highly effective interpersonal and communication skills including oral, written/literacy, numeracy and presentation, underpinned by the ability to use IT to support collaborations	x	
7	Highly organised with good administration and time management skills	x	

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### Personal Attributes and Behaviours

8	Able to quickly establish sound working relationships at a distance	x	
10	Able to travel overseas at least one week per year	x	
11	Ability to support overseas campuses for ongoing staff development where needed		x

Does the role require a DBS? No

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