Personal Tutoring Policy

Document Control

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Personal Tutoring Policy

Introduction

Bird College has an established commitment to Personal Tutoring as a provision for students, in recognition of its crucial and on-going role in student retention and achievement. Personal Tutoring also has an important role to play in the building of a supportive community amongst students and staff. It is our belief if students' wellbeing and personal development is catered for and the different facets of the student's college life are addressed, their experience throughout their time at College will be enriched and they will progress through the programme with greater ease.

Aims

- **Individualised support:** Provide tailored wellbeing and academic assistance to meet the unique needs of each student
- **Entitlements and Responsibilities:** To define entitlements and the roles and responsibilities of Personal Tutors
- **Support and Resources:** To outline the College's responsibilities in supporting Personal Tutors and students
- **Consistency and Parity:** To promote equality and equity in student's experiences and outcomes

Principles

The aim of Personal Tutoring is to enhance each student's experience at College and establish a sense of belonging. This will be achieved through:

- **Holistic Relationships:** A holistic one-to-one relationship between student and Personal Tutor to support and monitor the student's personal and academic development.
- **Peer Interactions:** Peer group interactions to build friendships, confidence, and identity for the enhancement student's social development and integration.

The Personal Tutoring provision will be transparent and communicated to both students and staff by the establishment of:

- Clear definitions of roles and responsibilities
- Baseline entitlement for students
- Baseline resourcing for staff

The role of the Personal Tutor is to provide individualised and structured academic support for students, to help them achieve successful learning outcomes and navigate their individual learning journey from induction to graduation. The role of Personal Tutor is a distinct and well-defined role which should not be confused with other academic roles. The role of Personal Tutor goes beyond that of an academic tutor and encompasses wellbeing, academic and administrative elements. Personal Tutors have a specific responsibility for their tutees as individuals, as well as students of Bird College.

They act as the bridge between the institution and the student, guiding and monitoring their progress in a holistic way.

It is the joint responsibility of the tutee and Personal Tutor to build a successful and effective relationship and it is the responsibility of the College to provide the conditions in which this relationship can thrive.

Personal Tutor responsibilities and baseline resourcing

Responsibilities

- Personal Tutors will meet with students at least once a term to discuss their academic development
- Personal Tutors should be informed of about College's policies and procedures (attendance, extenuating circumstances, complaints procedure, disciplinary procedure, appeal procedure, fitness to study, assessment regulations for students with Disabilities, specific learning difficulties, mental health difficulties, and long-term medical conditions, etc)
- Personal Tutors will sign-post students to other sources of support within the College (Learning and Wellbeing, Counselling)
- Personal Tutors will support students accessing external services (UoG Wellbeing services, NHS)
- Personal Tutors will be accessible and available in line with the student's baseline Personal Tutoring entitlement
- Personal Tutors will provide tutees with contact and working hours information
- Personal Tutors will access records and tracking systems as available to monitor tutee's progress
- Personal Tutors will keep records of Personal Tutorial contact, as appropriate and in line with College's guidelines and procedures
- Personal Tutors will notify the Dean of Students where they believe that a tutee's wellbeing is of significant concern and/or they are at risk of themselves or others
- Personal Tutors will undertake relevant training as required by the College and/or Head od Department

Personal Tutors are not expected to:

- Be responsible for more than 30 tutees under normal circumstances
- Provide any type of specialist support that goes beyond their expertise and role

Personal Tutors will receive:

- Induction and professional development to support them in their role
- Access to appropriate space where individual meetings can take place

College's organisation for delivery and monitoring

The College is responsible for ensuring that Personal Tutoring is clearly explained to both staff and students and that its promotion is an integral part of the College's commitment to address the student's wellbeing and academic progression from a holistic perspective.

Student responsibilities and baseline entitlement

All students will be allocated a named Personal Tutor, to support and enhanced their personal and academic development and monitor their progress.

Students will be informed at the start of the academic year of their named Personal Tutor. Every new student will have a meeting with their Personal Tutor at the start of the academic year, either individually or in group. At this meeting, the students will be made aware of the purpose and scope of their Personal Tutoring.

Students will be provided with:

- Clear information about what they can expect from their Personal Tutor, including the explanation of the purpose and scope of the Personal Tutoring system
- Clear information about their Personal Tutor contact details and how to arrange personal meetings

Students are expected to engage fully with their Personal Tutor by accepting their responsibility for the role they play in creating an effective relationship, and should therefore:

- Actively participate in arranged meetings
- Respond to all communication from their Personal Tutor in a timely manner
- Keep their Personal Tutor informed of any changes that may affect their academic work and progress
- Alert their Personal Tutor of any additional or specific learning needs

Students receive a copy of the student handbook which sets out what is expected of them during their time at the College.

Baseline specification of timetabled and individual tutorial provision

Minimal entitlement and resourcing for Personal Tutor meetings		
BA 1 and New Starters	Induction Week Self-led Practice week Term 1 Self-led Practice week Term 2	Group Meetings
	One-to-one as required by mutual arrangement	Individual Meetings