

*(For inclusion in the Guide to Policies and Procedures for Teaching and Learning)*

School Directors of Academic Tutoring provide School-level leadership for the Academic Tutor System. They are accountable to the Head of School *[in the Henley Business School the SDAT is accountable to the School Director of Teaching and Learning]* for their roles and responsibilities as described below.

School Directors of Academic Tutoring provide School-level leadership for student academic, personal and professional development and maintain strategic oversight of student engagement with their studies, success and retention across the School. In particular, School Directors of Academic Tutoring are responsible for:

- Strategic oversight of the Academic Tutor System within the School.
- School-level leadership of initiatives to support student engagement with their studies and student development.
- Academic leadership and decision-making in relation to student success and retention, including policy and procedures concerning extenuating circumstances, academic engagement and fitness to study.
- Support for Academic Tutors within the School.
- Safeguarding through acting as School-level Safeguarding Co-ordinators

Below is a more detailed outline of the role and responsibilities of School Directors of Academic Tutoring. It is recognised there will be variation in practice depending on implementation and administrative structures within Schools. In Schools where a Director of Academic Tutoring is assigned at Department-level, a School Director of Academic Tutoring should be assigned to provide School-level leadership and direction to the Academic Tutor System.

*Strategic oversight of the Academic Tutor System within the School*

- Act as first point of contact for the Academic Tutor System, providing proactive leadership and strategic oversight of student engagement with their studies and student development ver 2.0

*School-level leadership of initiatives to support student engagement with their studies and student development*

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|  | <ul style="list-style-type: none"> <li>• Ability to identify and tackle issues</li> <li>• Strong administrative and organisation skills</li> <li>• An ability to work and influence across all disciplines in the School</li> <li>• Ability to analyse problems and broker solutions</li> <li>• Appropriate academic credentials to be able to lead academic tutoring</li> </ul> | <ul style="list-style-type: none"> <li>• Ability to articulate strategic direction and vision</li> <li>• Ability to communicate School and University priorities in a clear, consistent and effective way</li> </ul> |
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