

# JOB DESCRIPTION

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|  **Role Title:**  | Partnership Link Tutor |

#  Workload Allowance: 25-300 hours depending on the partnership size and complexity

#  Role Purpose:

To be the first point of contact for an academic Partner organisation, and liaise between the Partner and SMU staff in order to support the effective delivery of the partnership, with particular focus on achieving recruitment, continuation, attainment, and progression targets.

 **Main Duties and Responsibilities:**

1. Reviewing CVs and approving Partner academic staff teaching on SMU franchised courses.
2. Ensuring that agreed standards are applied to the admission of Partner students, and checking a sample of applications (usually 10%).
3. Ensuring that appropriate academic, administrative, pastoral, and employability support is in place at the Partner, as agreed in the approval of the Partnership, including undertaking site visits as required.
4. Liaising between Partner and SMU Course Leaders/Module Convenors, including ensuring that SMU staff are aware of the timescales for partner module deliveries and assessments, and that Partner staff are provided with module outlines, assessment briefs, and marking criteria for each Partner intake, and are consulted on proposed changes to modules and assessments.
5. Advising partner staff on University regulations and processes, including those relating to the Academic Misconduct, and liaising with the Academic Integrity Lead at the partner to ensure parity of treatment for students in relation to the Academic Misconduct Regulations.
6. Supporting the Partner with queries/issues related to the delivery of the SMU course, including recording any instances of academic misconduct, complaints, or disciplinary breaches reported by the Partner.
7. Working with the Partner, SMU Module Convenors, and Faculty Administrators to ensure that marks are submitted by the Partner and moderated internally (by the SMU Module Convenor or their delegate) and externally (by the external examiner) in preparation for Boards.
8. Working with the Partner, SMU Module Convenors, and Faculty Administrators to ensure that marks are agreed and that arrangements for resits and student progression are in place.
9. Reporting on the performance of the partnership to the School Subject Lead Partnerships, in relation to OfS metrics, Access and Participation Plans, and PSRB requirements, and contributing to annual programme review reports/three year partnership reviews, as required.
10. Attending Joint Management Boards, Programme Exam Boards and University Exam Boards for the partnership, and providing updates on the partnership at School and Faculty meetings.