

## **Role Description: Joint Honours or Cross-Disciplinary Link Tutor in the Co-Teaching School**

The Link Tutor role within the co-teaching School corresponds to that of the Programme Leader in the parent School. A Link Tutor is responsible to the Director of Student Education for the School's engagement in the academic development, organisation and management of named joint honours or cross-disciplinary programmes and for the academic experience of the students on the School's contribution to the programme. A Link Tutor must be a fully appointed current member of the University's academic staff (or holder of a University honorary contract) for whom teaching responsibilities are clearly articulated.

Link Tutors will be expected to be members of the School Taught Student Education Committee or relevant sub-committees and to play an active part in the development of the School's portfolio of programmes and the enhancement of the student academic experience.

Specifically a Link Tutor will be responsible for:

- ensuring that all programme documentation relating to the School's contribution to a joint honours or cross-disciplinary programme is accurate;
- ensuring that the School's contribution to a joint honours or cross-disciplinary programme remains academically viable and that it remains informed by research developments and other initiatives in the field concerned;
- ensuring that the School's contribution to a joint honours or cross-disciplinary programme remains responsive to market needs and that appropriate actions are taken in response to PSRB changes, and NSS and other feedback;
- ensuring that the School's modules which form core and optional elements of the joint honours or cross-disciplinary programme remain appropriate for achievement of the programme learning outcomes;
- oversight and sign-off of Coursefinder content;
- ensuring that the assessment requirements for the modules serve towards achievement of the programme learning outcomes;
- programme team meetings;
- representing the programme at open days;
- ensuring arrangements for students who are registered with special needs are carried forward in consultation with Equal Opportunities;
- monitoring of student performance on the school's modules relating to specific joint honours or cross-disciplinary programmes;
- attending the relevant Board(s) of Examiners;
- contributing to the review of the programme;
- raising any concerns about the running of the programme with the parent School.

*Schools should ensure that a Link Tutor is adequately recognised in the workload model. The clustering of Link Tutor responsibilities around a number of programmes may make the role more manageable.*