

Bristol Medical School

Undergraduate Medical Programme (MB ChB) Senior Tutors (x 3 positions)

Bristol Medical school is looking to appoint three senior tutors to support students on the undergraduate medical programme (MB ChB). Within the MBChB programme student support is provided by a combination of Professional Mentors, teaching staff and the Senior Tutors in close liaison with University Wellbeing services.

These roles will work closely with Professional Mentors (supporting MB ChB students) and Academic Personal Tutors (supporting intercalating medical students), alongside School and Faculty professional services and academic staff to lead the provision of positive student support. They will also liaise with our clinical placement provider partners for those students in Years 3-5.

Senior Tutors should not have any other role (such as chairing a Progress committee or an Examination Board) that could represent a conflict of interest.

The duties of the Senior Tutor(s) within each School include:

1. Overseeing the overall provision of 'student support' and the implementation of relevant University policies within the programme/School.
2. Liaising with the University Wellbeing team to ensuring appropriate student support and providing guidance on reasonable adjustments within the context of the medical programme
3. Supporting the Professional Mentors scheme to ensure sufficient contact points at the programme level
4. Offering specific advice to students on matters of academic process such as appeals, progression, transfers, withdrawals and suspension of studies.
5. Offering additional pastoral support to students, when needed.
6. Referring and signposting students to an appropriate point of support, by liaison with the Students' Union Advice Centre, the International Office, UoB Student Services or Clinical Academy where appropriate.
7. Dealing with enquiries and complaints from students on the tutoring system and liaising with the ePortfolio and Professional development lead to arrange an alternative Professional Mentor where appropriate.
8. As part of 'Introductory Week' activities, meeting new students and ensuring they are informed of the opportunities for support that are available to them.
9. Meeting with students, alongside academic leads, who have been absent without leave or perform poorly in examinations and other assessments, at the request of the Programme Director.
10. Supporting and advising Professional Mentors/Academic Personal Tutors on any complex issues raised by a tutee that are encountered.
11. Chairing Exceptional Circumstances Panel meetings prior to Faculty Exam boards.

12. Reviewing and reporting upon the quality and operation of student support and engagement in the programme/School as part of the School's Annual Programme Review.
13. Being a member of relevant School committees such as the School Staff-Student Liaison Committee, Programme Management Committee and School Disability and Support Committee. These duties can be shared by the Senior Tutor team.
14. Being an active member of the Senior Tutors' Network by acting as a conduit for information, disseminating good practice, and identifying training needs for Senior Tutors, Professional Mentors and Academic Personal Tutors. This Network will also serve as the primary interface by which Senior Tutors are able to engage with the central student support services and the Students' Union Advice Service (Bristol SU Academic Advice) and share good practice across Schools.

The Senior Tutor is also responsible for ensuring the following activities are completed, although they may be undertaken by another(s):

1. Students are assigned to Professional Mentors/Academic Personal Tutors.
2. The arrangements for student support within the programme/School are correctly described and appropriately signposted, in liaison with Faculty/School managers, such that all students are informed of the support opportunities that are available to them throughout their University life.
3. Student records for engagement and attendance and any extenuating circumstances or pastoral issues that have been raised are monitored, so the Senior Tutor can actively intervene where appropriate.
4. The arrangements for a member of professional services in the School to act as an alternative contact for students are appropriate and satisfactory in its operation.
5. The needs of students who are disabled or have other ongoing needs are met, in liaison with the School Disability Representative.
6. Appropriate arrangements to support students with particular needs are implemented, such as new students, overseas students, women in predominantly male Schools and vice versa, and students from unconventional backgrounds.

Appointment

Each Senior UG Tutor will serve for an initial period of 3 years, subject to reviews as deemed appropriate by the Programme Leads and/or Head of School in consultation with the individual. The post has a 3PA/0.3 FTE workload allocation (or remuneration in the case of NHS staff). We are currently seeking to appoint three senior tutors, who will work closely together and with our current senior tutor and academic and professional staff across the programme. These roles could be undertaken as a job-share arrangement.

Senior Tutor (Year 1 and 2 students)

The role will focus on supporting students in years 1 and 2 that are undertaking predominantly campus-based learning. It will work closely with the year 1 and 2 teams to support students in their transition to university and learning in a professional programme.

Senior Tutor (Year 3 and intercalating students)

The role will focus on supporting students during their transition from more campus-based learning in years 1 and 2 to clinical placements in year 3 of the programme. It will also have oversight of Bristol medical students who are intercalating between years 3 and 4 to ensure their smooth reintegration into the programme.

Senior Tutor (Year 4)

The role will focus on supporting students who will be undertaking clinical placements in year 4 of the programme. These students will be sitting their finals assessments, the medical licencing examination (MLA), at the end of year 4.

Senior Tutor (Year 5)

This role will be undertaken by our current senior tutor, who will support students in their final year of the programme. They will also provide support and oversight to all three newly appointed Senior Tutors for years 1-4

Appointments Process

Applications for the Senior Tutor posts are invited from Academic staff within the Bristol Medical School (at Level C and above on Pathways 1 or 3) and external NHS clinical staff with appropriate experience.

Applications should be by submission of a CV and an accompanying 1-page statement briefly covering what the applicant considers are the main opportunities and challenges of the role and what they will bring to the role.

The closing date for applications is 9am on Monday 8th January and interviews will be held on Monday 15th January (or alternative date if that is not possible)

Applications should be emailed to Clare Tremlett at <brms-office@bristol.ac.uk>

For further information please contact:

Dr Nicola Taylor, Senior Tutor (Year 5 students): nicola.taylor@bristol.ac.uk