



Personal Academic Tutor Council

Terms of Reference

Tutor Council	Terms of Reference
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Linked policies:	<ul style="list-style-type: none"> Staff Handbook Learning Teaching and Assessment Policy Lesson Observation Policy Staff Appraisal Policy Student Council Terms of Reference Student-Tutor Liaison Panel Terms of Reference
External reference:	<ul style="list-style-type: none"> Prevent Guidance BIS UK Quality Code UKSCQA/02
Audience:	Website, Staff, Personal Tutors, Students

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1 Introduction

The Tutor Council Terms of Reference outline information for Personal Academic Tutors to join and maintain a council at the College. It details the purpose, aims, and objectives, and suggests areas to discuss based on the UK Quality Code expectations. The document offers practical steps for running

successful meetings, representation suggestions, and key roles to ensure students receive a high-quality academic experience.

Purpose

The main purpose of the Tutor Council is to provide a forum to discuss academic issues at the College and to enhance quality in the following academic areas:

- Learning and Teaching
- Student Engagement and Academic Experience
- Course Planning, Delivery and Evaluation
- Academic Staff Continuous Professional Development
- Enhancing Academic Quality

2 Scope

The scope of this policy can be defined by below:

- Facilitating communication and collaboration between students and Personal Academic Tutors, enhancing teaching and learning experiences through strategic approaches, and promoting inclusive, scholarship-informed methods.
- Ensuring staff support, professional development, and effective management, while upholding quality assurance and fostering a culture of continuous improvement and feedback.
- Championing equality, inclusivity, and advocacy by addressing cross-College issues, fostering community engagement, and representing the collective voice of Personal Academic Tutors at all organisational levels.
- Improving the College environment for Personal Academic Tutors and students, promoting activities that unite the community, and supporting professional development and reflective practice in accordance with the UK Quality Code.

3 Aims and Objectives

3.1 Terms of Reference

The Terms of Reference aim to inform Personal Academic Tutor s about the role and functions of the Personal Academic Tutor Council within the College, and to provide Personal Academic Tutor s with guidance on how to participate and run the Personal Academic Tutor Council effectively.

3.2 Personal Academic Tutor Council Aims

The Personal Academic Tutor Council has four main aims:

- To provide a platform for all Personal Academic Tutors at the College to share good practice and their concerns with other Personal Academic Tutors about their role within the College.
- To provide effective representation of the collective ‘voice’ for Personal Academic Tutors at the College, at all organisational levels including decision-making bodies.
- To constitute a body that can communicate directly with students on behalf of Personal Academic Tutors and report back to the Personal Academic Tutor Council on any issues or concerns.
- In accordance with the revised UK Quality Code, the Personal Academic Tutor Council ensures ‘that effective learning and teaching is informed through reflective practice’ and that Personal Academic Tutors ‘engage in relevant, timely and appropriate professional development that supports students’ learning and high-quality teaching’ (UKSCQA/02: Theme 12, Guiding Principle 4).

3.3 Personal Academic Tutor Council Objectives

The following objectives help the Personal Academic Tutor Council to achieve its aims:

- Provide a forum for bringing together Personal Academic Tutors from all courses and academic programmes within the College.
- Represent and promote the general interests of Personal Academic Tutors at the College and contribute to a positive Personal Academic Tutor experience.
- Provide a recognised means of, and forum for, communication between Personal Academic Tutor s and the Senior Management Team (SMT) of the College.
- To articulate and implement a strategic approach to learning and teaching which ensures equity

of high-quality inclusive learning experiences in all the College's campuses so that students achieve their intended learning outcomes.

- To ensure that teaching and learning is, as far as is appropriate, informed by scholarship
- To ensure appropriate and effective management and peer support of all members of staff involved in learning and teaching.
- To ensure that teachers always use varied and co-creative teaching methods.
- Promote equality of opportunity amongst Personal Academic Tutors and challenge all forms of discrimination whether based on sex, age, race, ethnicity, sexuality, disability, marital status, religion, cultural background, or other such status.
- Consider cross College issues, including the College environment, health & safety, safeguarding, health and wellbeing, enjoyment, and achievement.
- Suggest improvements to the College environment for the benefit of all the College's Personal Academic Tutors and students.
- Provide advocacy and a support service for all Personal Academic Tutors.
- Tutor development in the knowledge and skills required in order to implement quality assurance requirements effectively
- Provide Personal Academic Tutors with opportunities to monitor and evaluate quality assurance and provide feedback on its effectiveness
- Identify and share areas of good practice within the College.
- Plan and promote activities that bring the College's Personal Academic Tutors and student community together.
- Promote Prevent Strategy and follow the channel process within the College.
- Representation on the Student-Tutor Liaison Committee
- Representation on the Academic Board

4 Tutor Council Details

Membership	All College Personal Academic Tutors are invited to join Tutor Council meetings upon completion of their induction into the College.
Chair	Elected every 12 months by majority voting of the Tutor Council
Secretary	Nominated by the Chair of the Personal Academic Tutor Council
Invited members	The Chair of the Personal Academic Tutor Council may invite non-Personal Academic Tutor to attend a Tutor Council meeting at their discretion.
Frequency of Meetings	Termly
Quorum	Five Personal Academic Tutor
Responsible To	The Academic Board

5 Reporting to the Academic Board

In addition to the aims and objectives above, the Personal Academic Tutor Council is expected to report to the Academic Board on the status of College provision, with reference to the following standards and quality expectations:

- Courses are well-designed, provide a high-quality academic experience for all students and enable student achievement to be reliably assessed.
- Students are provided with the support that they need to succeed in and benefit from their studies.
- Feedback from internal and external stakeholders including students, programme leaders, quality assurance management, external auditors and awarding organisations are used to

enhance learning and teaching and drive the continuous improvement of the learning environment.

- Student complaints and appeals are handled fairly, transparently and in a timely manner to the satisfaction of students.
- Effective learning and teaching are underpinned by a shared understanding of the College's learning and teaching strategy.
- Effective learning and teaching are informed through reflective practice as well as relevant, timely and appropriate professional development that supports students' learning and high-quality teaching.

6 Maintaining a Personal Academic Tutor Council

The following steps will ensure the establishment and maintenance of the Tutor Council.

- Personal Tutor Coordinator contacts all Personal Academic Tutors about the Personal Academic Tutor Council and passes this Personal Academic Tutor Council Terms of Reference to every tutor.
- Personal Tutor Coordinator arranges the next meeting of the Tutor Council to be held either at the College or online using video conferencing software.
- The Tutor Council elects a Chair and a Secretary every 12 months.
- Newly recruited Personal Academic Tutor are given an induction about the Tutor Council by the Personal Tutor Coordinator and introduced to the Chair of the Tutor Council.

7 How to run a successful Tutor Council meeting

7.1 Before meetings

- The Chair schedules termly meetings in advance and tries to hold them in the first half of term.
- The Chair prepares an agenda prior to the meeting and makes it available to all members
- The Secretary or other nominee takes attendance and minutes at each meeting.
- If a tutor cannot attend a meeting, make sure they report their apologies to the Chair

- Refer to the objectives and items to report to the Academic Board above for the agenda items
- Allow members to bring up any other points of interest at the end of the meeting. These items can be discussed under AOB.

7.2 After meetings

- Minute taker (Secretary) to write minutes with an action plan to include deadlines and who is responsible for carrying out any action point agreed in the meeting
- Minutes passed to the Secretary and Chair for editing
- Confidential items in the minutes can be redacted before distributing them
- Secretary to distribute edited/redacted minutes in a timely manner to all Personal Academic Tutor , programme leaders and the Head of Academics.
- Personal Academic Tutors implement the action plan.
- Chair submits a report to and attends the Academic Board to represent the tutor 'voice.'

8 How can the Personal Academic Tutor Council best represent the Personal Academic Tutors at OBC?

- Create posters.
- Use the Intranet
- Presence on social media
- Social Networking
- Word of mouth
- Seek the input of all Personal Academic Tutors.
- Provide a variety of events.
- Host tutor forums
- Polling the tutor body

- Publish redacted minutes.
- Representation on the Academic Board
- Representation on the Student-Tutor Liaison Committee

9 Personal Academic Tutor Council Roles

9.1 Chair:

- Write the agenda and chair Tutor Council meetings.
- Be a point of contact between Personal Academic Tutors and the College
- Participate in Tutor Council sponsored activities/events.
- Be responsible and report to the Head of Academics
- Represent or nominate another tutor to represent the College Personal Academic Personal Academic Tutors at meetings of the Academic Board
- Participate in tutor inductions to inform new Personal Academic Personal Academic Tutors about the Tutor Council
- Participate in Tutor Council sponsored activities/events.

9.2 Secretary:

- Keep an account of minutes, attendance, and any other Tutor Council files at every meeting.
- Compile reports as required for the Tutor Council
- Maintain contact information for people who work with the Tutor Council
- Participate in Tutor Council sponsored activities/events.

10 Measures of Success

The key measures of success of the Tutor Council will be:

Area	Limited	Good	Very Good	Excellent
Student Attendance Rate				
Student Retention Rate				
Student Pass Rate				
Student Engagement Rate				
Development of Student Learning Rate				
Student Academic Satisfaction Rate				
Student Understanding of Assignment Tasks				
Quality of Module Booklets (If produced by college Personal Academic Personal Academic Tutors)				
Quality of Course Handbook Information				
Internal Academic Reports				
External Academic Reports				
Quality of Publications (Research)				
Tutor participation in the Tutor Council				
Tutor-led initiatives for enhancing quality				
Dealing with student complaints and appeals				
Communications with the student body and its representatives on the Student Council				