



THE ROLE OF THE LINK TUTOR

(University of Greenwich Programmes)

Overall Purpose of the Role:

Each programme at North Kent College that is quality assured by the University of Greenwich will be allocated a link tutor. The primary role of the Link Tutor is to facilitate regular two-way communication between the programme-level staff teams within the collaborative partner and key staff in the University/faculty. Link Tutors keep in touch with partner staff and students on relevant programmes electronically and through face-to-face visits.

Link Tutor duties are carried out under the direction of the Dean of faculty, but also involve close liaison with, and support from other key members of faculty staff such as the faculty Director of Learning and Quality, faculty Quality Officer and the appropriate Heads of Department. The pivotal role of the Link Tutor will also be supported by the collaborative partner Programme Leader and Higher Education Co-ordinator (or equivalent).

Key Responsibilities:

- oversight of programme(s) delivered by collaborative partners on behalf of the School;
- fostering a culture of collaboration between the partner and University staff;
- maintaining regular contact/dialogue with staff and students engaged with the University's collaborative programme(s);
- ensuring the implementation of University and School policy initiatives;
- identifying issues and action required, arising from operational aspects of the provision and University quality assurance processes;
- where appropriate, organising cross-moderation exercises and liaison with external examiner(s).