ST GEORGE’S, UNIVERSITY OF LONDON

# ROLE DESCRIPTION – WELFARE LEAD POSTGRADUATE TAUGHT PROGRAMMES

The welfare lead will provide leadership of personal and pastoral support for students and their tutors on their relevant postgraduate taught programmes. This role is allocated 50 hours in the Teaching diary.

Working closely with the relevant course directors and administrators and reporting to the Personal Tutor (PT) Coordinator at St George’s University of London (SGUL), the role-holder will:

## Specific roles

* Act as a named point of contact for staff and students regarding pastoral/welfare support and personal tutoring.
* Act as an advocate for personal tutors and student support at SGUL.
* When appropriate, in conjunction with training offered by the Personal Tutor Coordinator, provide any additional informal mentorship and support for personal tutors.
* Offer support and advice to personal tutors and where appropriate, meet their students to provide further input, alongside the course director e.g., where academic performance or professional behaviour is a cause for concern or who have significant personal, family or health issues or problems with engagement.
* Advise on, and facilitate, appropriate referral to other services, including counselling, those available in the Student Centre, Disabilities Officer and externally.
* Liaise regularly and refer students with complex needs to the Welfare Committee (comprising the Dean for Students Welfare & Support; Assistant Registrar; PT Co-ordinator at SGUL; Head of Counselling; and PT/Welfare leads, including the Welfare Lead for PGT).
* Refer appropriately when a serious incident or significant event occurs informing and advising senior staff.
* Contribute to institutional reports and documentation to ensure that pastoral support provision is accurately described, and information disseminated.
* Attend the weekly Welfare Committee.

## Significant working relationships

The post-holder will work with a number of colleagues including:

 Members of the Welfare Committee

Deputy Head of the Graduate School (PG Taught Courses)

 Postgraduate Taught Programme Course Directors

 Personal Tutor Lead

## Person specification

The post-holder will have considerable experience of being a personal tutor. They will have a demonstrable interest in student welfare.

Expressions of interest should be submitted to Dr Kate Everett-Korn (keverett@sgul.ac.uk), Deputy Head of the Graduate School (and currently covering this role) by **30th April 2024**. Please include CV and a cover letter detailing your relevant experience as well as confirmation of your line manager’s support.