

PERSONAL TUTOR'S TOOLKIT



As well as providing an excellent learning experience for all students, staff need to provide high standards of academic and pastoral support. As a personal tutor you will provide an important support role throughout your tutees' time at University.

WHAT IS YOUR ROLE

- First point of formal contact for general academic guidance and pastoral support
- Work with tutees to support them in progressing through their time at University
- Provide advice and guidance and be able to signpost students to other sources of support
- Help your tutees settle in to University life both during induction and their subsequent re-orientation at the start of each academic stage
- Support and encourage your tutees to reflect upon and plan their personal, skills and academic development
- Being inclusive in your meetings https://www.sdduonline.leeds.ac.uk/inclusiveteaching/wp-content/uploads/sites/44/2015/09/personal_tutoring-with-DI-edits.pdf
- Be aware of your tutees' backgrounds – request that information from your SES office

WHAT IS NOT YOUR ROLE

- Friend
- Personal counsellor – empathic yes, counsellor no
- Disciplinarian
- An expert on all matters
- A conduit for family members and friends

CONFIDENTIALITY

If you are contacted by parents or friends who are worried about a student, listen to and acknowledge their concerns, but no information must be disclosed to third parties without the consent of the student.

HELPFUL HINTS FOR PREVENTING STUDENT PROBLEMS:

- Help students to feel that they belong
- Check for and read Disability Summary sheets
- Encourage students to seek help early
- Be accessible to students but manage the boundaries of your role
- Remember that often, all you need to do is listen

7 STEPS TO EFFECTIVE PERSONAL TUTORING

1. Understand the role – see “what is your role”
2. Support personal development – motivate your tutees to engage in learning
3. Manage student expectations – clarity from the outset. Be approachable and accessible.
4. Monitor students' well-being – be prepared when concerned about someone else's immediate well-being
5. Refer to other support services – your role is not that of counsellor. Listen to the issues and signpost to the appropriate specialist support.
6. Interact: your interpersonal skills – give your tutees your support and attention. Do not offer judgements or interrupt
7. Respect confidentiality – remember the rules. Ultimately tutors need to balance the right to confidentiality against other obligations. Don't hesitate to contact others if in doubt.

SUPPORT AND WELLBEING

Your role in addressing problems and worries is simply to point students in the right direction:

[General support and wellbeing](#)

[LUU](#)

[Academic skills](#)

[Student Counselling and Wellbeing](#)

[LLC](#)

[Leeds Student Medical Practice](#)

[Finance advice](#)

[Disability services](#)

[Help in an emergency](#)

[Academic life](#) (inc info on timetables, attendance, exams and assessment)

[Opportunities](#)