

## **Tutorial Support Procedure**

### **Scope:**

This procedure applies to students studying a Lancaster University integrated foundation year where teaching is delivered by Cardinal Newman College on behalf of Lancaster University. Responsibilities for academic and pastoral tutor support will be delegated to Cardinal Newman College. This document outlines core responsibilities and how they will be enacted by the College. Where areas for concern are noted, depending on the nature of the concern these will be escalated as appropriate to Lancaster University.

### **Key Academic and Pastoral Responsibilities**

#### **1. Academic Support and Progress Monitoring**

- Monitor student academic progress using systems such as CEDAR and liaise with teaching staff to identify students at risk of underperformance.
- Contribute to Progress Reviews, ensuring intervention plans are developed for students working below expected levels.
- Support students in developing independent learning skills appropriate for Level 4 progression through contributing to the delivery of the Core Skills sessions.

#### **2. Attendance, Engagement and Reporting**

- Regularly monitor attendance and punctuality data via CEDAR.
- Act on patterns of concern

#### **3. Personal and Pastoral Support**

- Serve as the first point of contact for academic and personal issues affecting engagement or wellbeing.
- HOD to act as the Designated Safeguarding Lead ((D)DSL) for the cohort and to engage with external agencies and Lancaster University where required in relation to safeguarding concerns.
- Make referrals to specialist support (e.g. mental health, additional learning support, counselling, financial advice) and ensure students are aware of relevant services both at the college and Lancaster University.

#### **4. Collaboration and Leadership**

- Act as a mentor and source of guidance for other staff supporting Foundation Year students, particularly in relation to academic and personal development.
- Participate in regular meetings with the Vice Principal to report on progress and emerging issues.