
Tutor C

In Addition to the Tutor Operating Handbook

General

- Models best practice for the team; introduces tasks via short engaging three-point delivery (not reading!); willing to deliver inspiring pre and post dinner talks on last evening; identifies new resources for consideration; serves tea, coffee, cakes; serves water at regular points; ensures rooms are left tidy at the end of sessions etc.
- Lead Tutor is responsible for all aspects of the conduct and organisational of the online and residential experience.
- Sets the Columban tone of warmth, hospitality, efficiency and teamwork.
- Ensures that all aspects of the experience run to time – but is flexible when appropriate.
- Seeks to be aware of and responsive to any issues or difficulties with other tutors.

Before online days

- Liaises with HTLA Coordinator to ensure all communications have been made with participants and all materials have been circulated.
- Has sight of list of participants and becomes familiar with their details.
- Arranges time pre day one Zoom meeting with other tutors to ensure all clear about roles and responsibilities.
- Ensures tutor WhatsApp Group set up for efficient communication.
- Ensures tutors ready to go at 8.30am on day one.

Before residential

- Liaises with HTLA Coordinator to ensure all arrangements and materials are in place.
- Plays a lead role in room allocation at Ardoch (Siobhan allocates rooms at Blair but is open to discussion for those needing a bit of tlc).
- Makes contact with other tutors to ensure all know arrival time etc.
- Liaises closely and sensitively with centre staff.
- Meets with fellow tutors at centre prior to participants arriving to iron out any possible problems.
- Coordinates all aspects of the residential experience including a lead role in the closing ceremony.

At end of residential

- Ensures all equipment and materials are tidied away and centre left as found.
- Ensures all materials ready for next two HTLA group, reporting any shortages to HTLA Coordinator (two groups allows time for delivery).

"Our task is not to put the greatness back into humanity but to elicit it, for the greatness is there already." John Buchan

-
- Liaises closely with centre staff and is responsive to any issues which arise.

