# Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

## 1. Role Details

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<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>Vacancy reference</strong></td>
<td>15773</td>
</tr>
<tr>
<td><strong>Job title:</strong></td>
<td>Director PGCE Programme in Wales</td>
</tr>
<tr>
<td><strong>Reports to:</strong></td>
<td>Associate Head of School – Programmes</td>
</tr>
<tr>
<td><strong>Salary:</strong></td>
<td>£51,630 - £58,089 plus £2,000 Management Allowance</td>
</tr>
<tr>
<td><strong>Terms and conditions:</strong></td>
<td>Academic</td>
</tr>
<tr>
<td><strong>Grade</strong></td>
<td>AC4</td>
</tr>
<tr>
<td><strong>Duration of post:</strong></td>
<td>4 years</td>
</tr>
<tr>
<td><strong>Working hours:</strong></td>
<td>Full-Time</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>The Open University in Wales, Cardiff</td>
</tr>
<tr>
<td><strong>Closing date:</strong></td>
<td>12.00 noon on 16 April 2019</td>
</tr>
<tr>
<td><strong>Type of application form accepted:</strong></td>
<td>Covering Letter outlining how you meet the Duties and the Person Spec, Standard Application Form and CV</td>
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<tr>
<td><strong>Disclosure Barring Service:</strong></td>
<td>All applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service (DBS) check before the appointment is confirmed</td>
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<tr>
<td><strong>Number of referees required:</strong></td>
<td>Three</td>
</tr>
<tr>
<td><strong>Unit recruitment contact:</strong></td>
<td><a href="mailto:Resourcing-Hub@open.ac.uk">Resourcing-Hub@open.ac.uk</a></td>
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</tbody>
</table>
2. Summary of duties

The Overall job purpose

- To provide academic leadership for the PGCE Programme in Wales; leading and managing the team of Subject Tutors, liaising with the Welsh Government, Education Workforce Council, Regional Consortia, School partners and ESTYN to support high quality student-teacher learning.
- To deliver the contract requirements of the employment-based and part-time Primary and Secondary PGCE in Wales on behalf of the OU as outlined by the Welsh Government.
- To contribute to the academic development and organisation of the School of Education, Childhood, Youth and Sport, the Faculty of Wellbeing, Education and Language Studies, The Open University in Wales and The Open University.
- To contribute substantially and actively to the School and Faculty’s programme of research and scholarship.

Main duties

1. Represent the University with key stakeholders (e.g. Welsh Government, Education Workforce Council, Regional Consortia, Schools, ESTYN) and lead on accreditation, inspection or other requirements
2. Provide leadership for key face-to-face teaching and events, mentoring and briefing sessions, representing The Open University with key Programme stakeholders and others in teacher education in Wales.
3. Directly promote the PGCE in Wales through a variety of means including marketing and developing a social media presence.
4. Lead on and manage decisions about curriculum, teaching and assessment strategies ensuring that these have currency and meet the needs and ambitions of learners, of the Welsh Government and others.
5. Lead on business development for the PGCE in Wales, developing awareness and access to the part-time and employment-based routes into teaching.
6. Brief, liaise with and co-ordinate the work of consultants as necessary.
7. Meet the requirement of direct contact with students through a variety of means, for example day schools and e-moderating of electronic conferences as appropriate.
8. Undertake briefing, training, line management and professional development of Subject Tutors.
9. Provide leadership and support for Subject Tutors when students are failing to make satisfactory progress, including chairing student review progress meetings.
10. Provide leadership in the quality assurance cycle, including action planning, the production of the annual Self Evaluation Document and internal quality assurance and monitoring process.
11. With Regional Consortia lead, develop and implement quality assurance mechanisms that ensure high quality school partnerships; leading on Mentor, School Coordinator and Practice Tutor development and quality assurance.
12. Manage the ongoing maintenance and review of teaching materials and delivery, including assessment, the monitoring of assessment, and leadership of Examination and Qualification Boards.
13. Provide a leading role in the development of equal opportunities and diversity within the PGCE Programme in Wales and take the lead responsibility for students with disabilities.
14. Provide academic leadership in the design, planning and preparation, writing and updating of distance learning modules and resources that may include the use of print, audio, video and VLE tools (e.g. synchronous and asynchronous computer-mediated communication), for the PGCE Programme in Wales.
15. Conduct research and scholarship aligned with the Faculty’s strategic priorities and make appropriate contributions; through external funding, academic publications, conferences and external activities.
16. Contribute more broadly to the activities of the School of Education, Childhood, Youth and Sport, The Open University in Wales and the Faculty as required.

Supervisory or line management responsibilities
17. Appoint, develop and line manage the team of academic Subject Tutors working on the PGCE Programme in Wales.
18. Lead and motivate the wider PGCE Programme team in Wales and academic colleagues based in Milton Keynes.

3. Person specification

Requirements   (E = Essential/ D = Desirable)

<table>
<thead>
<tr>
<th>Education, qualifications and training</th>
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<tbody>
<tr>
<td><strong>Essential:</strong></td>
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<tr>
<td>1. Doctorate in a relevant discipline or relevant and equivalent professional experience with a commitment to undertake a Doctorate/EdD via the OU.</td>
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<tr>
<td>2. Qualified Teacher Status.</td>
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<table>
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<tr>
<th>Knowledge, work and other relevant experience</th>
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<tr>
<td><strong>Essential:</strong></td>
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<tr>
<td>3. Relevant teaching experience in School with an exceptional professional record.</td>
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<td>4. Experience of effective leadership and line-management.</td>
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<td>5. Comprehensive knowledge and understanding of the Welsh Higher Education Sector and Initial Teacher Education contexts.</td>
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<tr>
<td>6. Understanding and experience of working with multiple stakeholders (e.g. Welsh Government, Regional Consortia, Education Workforce Council, ESTYN etc)</td>
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<tr>
<td>7. Comprehensive knowledge and experience necessary to contribute to the development and production of Higher Education teaching materials in Initial Teacher Education in Wales.</td>
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<td>9. Proven substantial experience of teacher education curriculum development and module design.</td>
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<td>10. Excellent command of spoken and written English, with the capacity to communicate a vision for teacher education clearly and influentially with individuals and groups of varying sizes.</td>
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<td>11. Proven ability to work effectively and flexibly in a team and collaboratively with others.</td>
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<td>12. Proven ability to plan and organise work to agreed deadlines, within resource constraints, and sometimes under pressure.</td>
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<tr>
<td>13. Demonstrable experience of having used information and communications technology and social media for a variety of purposes and evidence of understanding the potential of new and emerging technologies to enhance learning.</td>
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14. Evidence of engagement in research and scholarship with a strong publication record or track record in the dissemination of professional practice.

**Desirable:**

15. Higher Education Academy accreditation or HE teaching qualification.
16. Experience of working in networks/agencies in Wales.
17. Experience of teaching and assessing at Masters level.
18. The capacity to engage in budget setting and monitoring.
19. Experience of producing open- or distance-learning materials.

**Personal abilities and qualities**

**Essential:**

20. Strong interpersonal skills, with the ability to engage at all levels across a range of internal and external stakeholders and partners.
21. Ability to build consensus and a sense of shared purpose within a new team
22. Commitment to equal opportunities policies and practices.
23. An understanding of, and empathy with, working in a bilingual environment.

**Desirable:**

24. The ability to communicate effectively in spoken and written Welsh.

4. **Role specific requirements e.g. Shift working**

The role will require regular travel for work purposes throughout Wales, and occasional travel to Milton Keynes. You will be expected to live within reasonable commuting distance of The Open University in Wales offices in Cardiff.

5. **About the Project/unit/department**

**PGCE in Wales**

The Welsh Government (WG) has procured from the Open University the provision of a school-based, university-partnered distance learning PGCE that will incorporate current employment-based provision in Wales (the employment route) and a new part-time route. The Welsh Government have high ambitions for these new alternative routes into teaching for Primary and Secondary teacher education and for the Open University who will support the Welsh Government in addressing teaching shortages pan Wales whilst at the same time broadening intake and increasing diversity in the teaching profession. The OU has significant experience in distance education, part-time teacher education, teacher education in Wales and of the use of new technologies to support learning.

Key elements of the Open University’s provision include:
We have significant road-tested experience in Initial Teacher Education and have been the only HEI provider to work in all nations of the UK, including Wales. The PGCE has been quality inspected in 3 of the 4 countries and found to be ‘outstanding’.

We have operationally delivered PGCE successfully across 4 nations and have evidence that this distance-learning model will work for students.

We have core and subject resources for 5 Secondary subjects that have already been versioned for Wales.

We have strong expertise in the core requirements set out by the Welsh Government.

Returning to Initial Teacher Education has been a key priority for the School of Education, Childhood, Youth and Sport. This new contract starts in February 2019 and the Welsh Government intends to start this teaching provision in the academic year 2019/2020.

THE OPEN UNIVERSITY IN WALES

The Open University in Wales is responsible for delivery of academic and support services to students and enquirers right across the country. It is funded through student fee income and by support from the Higher Education Funding Council for Wales and serves approximately 8,000 students.

Our Cardiff office is the base for around 100 members of staff working for The Open University in different functions, including:

- The Director for Wales and deputies with overall responsibility for the leadership and oversight of the work of the Open University in Wales, including that delivered by faculty staff based in Wales;
- Academic staff, managers and coordinators from our Faculties and Schools, developing curriculum, supporting and co-ordinating teaching and ensuring that there is a Welsh perspective in the academic developments of the University;
- Our Student Recruitment and Support (Wales) team working to ensure the successful delivery of services and support to students across all activities;
- Staff engaged in external affairs, marketing, widening access and employer engagement, seeking to grow our collaboration agenda in Wales and tell our story to a wider public;
- The UK-wide Venue Management Team, which is responsible for venue procurement and management activities for all OU tutorials, examinations and ad hoc meetings in the UK and Continental Europe;
- Our team of Operations and Support staff, who make sure we run smoothly and effectively on a day-to-day basis.

The Open University is committed to sustaining a powerful and visible presence in Wales, working closely with other educational providers and organisations to offer high quality part-time higher education opportunities via distance learning. The University is focused on working with the Welsh Government and the Funding Council in meeting the economic, social and cultural needs of the Wales.

This is an exciting time to join the University, as it transforms its UK-wide operations, and refreshes its academic approach. Wales-based staff are involved in planning and organising large-scale operations, using technology to produce materials and information, and effectively managing resources to produce and deliver services to schedule. All staff are concerned with the maintenance and improvement of our high standards of support to individual students and have a strong customer service ethos.

The Open University in Wales is located at 18 Custom House Street, Cardiff. This is a five-minute walk from Cardiff Central train and bus stations. Given its city centre location there is no parking available but there are numerous car parks nearby. For further information on The Open University in Wales, and on the University, please see The Open University in Wales’ website at www.open.ac.uk/wales.

Faculty of Wellbeing, Education and Language Studies

The WELS Faculty is based in Milton Keynes and in region and nation offices with our Student Support Team located in Nottingham. The majority of our 35,500 students are in the UK, but the Faculty also has students in
The Republic of Ireland, Continental Western Europe and elsewhere in the world. The Faculty’s curriculum comprises programmes at undergraduate, Masters and doctoral levels.

**The School of Education, Childhood, Youth and Sport**


The school currently has 7 qualification areas covering childhood and youth, youth work, sport and fitness, primary and early years – offered in the UK and beyond. Programmes range from Access modules (pre undergraduate Level 3 equivalent) to Postgraduate Research. The school is composed of just over 500 Associate lecturers, nearly 17,000 students and 85 members of staff. In addition we have a long history of running international projects for teacher education in Africa, India, Bangladesh and Indonesia.

Our undergraduate degrees are currently:

- BA (Hons) *Childhood and Youth Studies*;
- BA (Hons) *Early Childhood*;
- BA (Hons) *Education Studies (Primary)*;
- BSc (Hons) *Sport, Fitness and Coaching and*
- BA (Hons) *Youth Work*.

Our postgraduate degrees are currently:

- Masters degree in *Education*
- MA in *Childhood and Youth*

We are about to embark on a part-time programme in Initial Teacher Education (a PGCE) in Wales.

Members of the School are part of Education Futures Research Cluster and the Childhood, Youth and Sport Research Cluster which both have a strong record in research income generation.  
[http://wels.open.ac.uk/research](http://wels.open.ac.uk/research)

Members of the School are academic advisors on a number of Television and Radio productions including ‘School’ (Nov 18), Child of Our Time, The Educators (Radio 4) and have been responsible for the related information available on Open Learn [https://www.open.edu/openlearn/](https://www.open.edu/openlearn/)

### 6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please email: [WELS-ECYS-HOS@open.ac.uk](mailto:WELS-ECYS-HOS@open.ac.uk).

If you have any questions regarding the application process please contact resourcing-hub@open.ac.uk. For information on how to apply for general vacancies please see: [http://www.open.ac.uk/about/employment/how-apply-general-vacancies](http://www.open.ac.uk/about/employment/how-apply-general-vacancies)

### 7. The application process and where to send completed applications

Please ensure that your application reaches the University by: 12.00 noon on 16 April 2019
8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Dr Steven Hutchinson, Head of School, Education, Childhood, Youth and Sport</th>
</tr>
</thead>
<tbody>
<tr>
<td>The other members of the interview panel will include:</td>
<td>Director of The Open University in Wales or nominee</td>
</tr>
<tr>
<td>The interviews will take place on:</td>
<td>To be confirmed</td>
</tr>
<tr>
<td>The selection process for this post will include</td>
<td>To be confirmed</td>
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</tbody>
</table>

We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates.

Applications received after the closing date will not be accepted.