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

<table>
<thead>
<tr>
<th>Vacancy reference</th>
<th>15794</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Lecturer in Education Studies (Primary)</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Programme Leader, Early Childhood and Education Studies (Primary)</td>
</tr>
<tr>
<td>Salary:</td>
<td>£33,199 - £48,677</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic</td>
</tr>
<tr>
<td>Grade</td>
<td>AC2/AC3</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Working hours:</td>
<td>Full Time</td>
</tr>
<tr>
<td>Location:</td>
<td>Walton Hall, Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>12.00 noon on 3 May 2019</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Covering Letter, Application Form and CV</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Three</td>
</tr>
<tr>
<td>Disclosure Barring Service:</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>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Jackie Musgrave</td>
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</table>
2. Summary of duties

Overall job purpose

To contribute:

- to the development and delivery of modules and resources in the programme area of Education Studies (Primary);
- to the Faculty’s programme of research and scholarship;
- to the academic development and organisation of the programme, the School of Education, Childhood, Youth and Sport, the Faculty and The Open University.

Main duties

1. Contribute to the planning and preparation, writing and updating of distance learning modules and resources that may include the use of print, audio, video and information and communications technologies (e.g. synchronous and asynchronous computer-mediated communication).

2. Contribute to decisions about curriculum, teaching and assessment strategies.

3. Brief, liaise with and co-ordinate the work of consultant writers as necessary.

4. Meet the requirement of direct contact with students through a variety of means, for example, day schools, e-moderating of electronic conferences as appropriate.

5. Contribute to the briefing, debriefing and training of part-time teaching staff (Associate Lecturers).

6. Contribute to the maintenance of relevant modules, including preparing tutor-marked assignments and examination papers, monitoring of assessment, and membership of Examination and Qualification Boards.

7. Demonstrate the potential to contribute to the research/scholarship of the faculty in accordance with strategy priorities including possible submission as an early career researcher in the next Research Excellence Framework (REF).

8. Contribute more broadly to the activities of the programme and school as required.

We are looking for a language and literacy specialist to support our ongoing work in the BA (Hons) Education Studies (Primary). There may also be opportunities to contribute to projects as part of our International Development Work and to future curriculum initiatives as they arise. As such, we are looking for an individual with a willingness take on new opportunities and contribute to the ongoing success of the school.

3. Person specification

Requirements  (E = Essential/ D = Desirable)

Education, qualifications and training

Essential

1. Higher degree or equivalent professional knowledge in Education Studies (Primary) or related field.

2. Experience and recognised qualification related to teaching children aged 3 – 12 years
### Knowledge, work and other relevant experience

**Essential:**

3. Excellent command of spoken and written English, with the capacity to communicate clearly and influentially with individuals and groups of varying sizes.

4. Knowledge and experience necessary to contribute to the development and production of modules in Education Studies (Primary related curriculum).

5. Knowledge of the field of Education Studies (Primary) and understanding of other approaches to studying Education Studies (Primary) within the social sciences.

6. Some experience of HE teaching and module design that engages and retains students or the proven potential to effectively contribute to this process.

7. Ability to work effectively, flexibly and collaboratively in a team.

8. Proven ability to plan and organise work to agreed deadlines, within resource constraints, and sometimes under pressure.

9. Demonstrable experience of having used information and communications technology for a variety of purposes including learning and teaching, and evidence of understanding of the potential of new and emerging technologies to enhance learning.

10. Ability to engage in research and scholarship through activities such as publications and/or widely recognised and disseminated contributions to learning and teaching in Education Studies (Primary).

**Desirable:**

11. Higher education teaching experience including creating and marking assessments.

12. Expertise in language, literature and literacy in Primary Education (children aged 3-12 years)

13. Qualification for teaching in a Higher Education context

14. Record of publications in a relevant area.

**Personal abilities and qualities**

**Essential:**

15. Ability and willingness to travel for work purposes, and to live within reasonable commuting distance of The Open University in Milton Keynes.

16. Commitment to equal opportunities policies and practices.

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

**n/a**

### 5. About the unit/department

**Faculty of Wellbeing, Education and Language Studies**

The Faculty’s curriculum comprises programmes at undergraduate, Masters and doctoral levels.
The three schools in the Faculty are:

- School of Education, Childhood, Youth and Sport;
- School of Health, Wellbeing and Social Care;
- Department of Languages and Applied Linguistics.

Further information about the Faculty can be found at http://wels.open.ac.uk/

**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 1) to Postgraduate Research. The school is composed of just over 500 Associate lecturers, approximately 15,000 students and 75 members of staff. In addition, we have a long history of running international projects in, for example, 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 in Education
- MA in Childhood and Youth

Members of the School are part of CREET which has a strong record in research income generation.

Members of the School are academic advisors on a number of Television and Radio productions including the BBC programmes Child of Our Time, Bringing up Britain and have been responsible for the related information available on Open Learn http://www.open.edu/openlearn/education

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 contact Jackie Musgrave on 01908 653343 or email: Jackie.Musgrave@open.ac.uk. Further information regarding how to apply can be found: http://www.open.ac.uk/about/employment/how-apply-general-vacancies

If you have any questions regarding the application process please contact resourcing-hub@open.ac.uk

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

<table>
<thead>
<tr>
<th>Please ensure that your application reaches the University by:</th>
<th>12.00 noon on 3 May 2019</th>
</tr>
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<tbody>
<tr>
<td>Or e-mail your application to:</td>
<td><a href="mailto:resourcing-hub@open.ac.uk">resourcing-hub@open.ac.uk</a></td>
</tr>
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## 8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Dr Steven Hutchinson</th>
</tr>
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<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
<td>Dr Jackie Musgrave</td>
</tr>
<tr>
<td>The interviews will take place on:</td>
<td>TBC</td>
</tr>
<tr>
<td>The selection process for this post will include</td>
<td>TBC</td>
</tr>
</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.