Job Description – Staff Tutor in English Literature

About the role
The Staff Tutor in English Literature will be responsible for the recruitment, appointment, line management and career development of Open University Associate Lecturer staff. The role-holder also liaise with student-facing sections of the university to support student success.

In addition, the Staff Tutors are expected to undertake independent research and/or scholarship in the discipline. They also contribute as an academic to either discipline-specific or/and interdisciplinary teaching in the School.

Key responsibilities
The individuals appointed will be expected to contribute in the following ways:

- act on behalf of the relevant Discipline in the recruitment and appointment of Associate Lecturers (ALs) working in England. ALs are responsible for grading and commenting on students’ written assignments and offering support and guidance for students through blended learning provision including face-to-face day schools, on-line tutorials, electronic conferences and individual correspondence, telephone and e-mail;

- provide line-management of ALs including career development and performance management, maintaining their currency of knowledge on curriculum development, student progression pathways and teaching methods, and facilitating two-way communications with the Discipline and academics working centrally on teaching;

- organise and implement an appropriate staff development programme, i.e. to train, supervise and support the work of ALs, encompassing face-to-face, online and correspondence tuition, telephone and other electronic support methods and to monitor their grading of students’ assignments;

- provide a link between ALS (Associate Lecturer Services), the SST (Student Support Team) and the Discipline. This includes liaising with ALS about its work with ALs when necessary, as well as with other academic services staff in the SST on the progress of individual students as appropriate;

- contribute to the work of the relevant School’s Student Support Team in supporting students, including using student databases (for which full training will be given);

- organise timetables for blended tuition, including face-to-face day schools, telephone and on-line tutorials, forums, and aspects of collaborative and team working required of ALs therein;

- contribute to scholarship or research in the relevant Discipline in areas of strength existing or to developments of theory and practice in learning and teaching psychology in the field;

- contribute as an academic to the development and presentation of the Discipline’s curriculum in formal and informal learning opportunities and by contributing to module team work; this can
include both work on modules already in presentation, but also, as part of a team, to the production of new modules;

• contribute to the development and maintenance of student learning communities via new media;
• be actively involved in developing and implementing policy and practice designed to support student success;
• be actively involved in developing and implementing diversity and widening participation initiatives, both for students and ALs.

Skills and experience

Education, qualifications and training

Essential

• You will hold as a minimum requirement a postgraduate degree (or equivalent) in the Discipline or a cognate area which is clearly and specifically related to the Discipline for the Staff Tutor post you are applying for and have relevant experience of teaching and management of teaching, and student support.

Knowledge, work and other relevant experience

Essential

• relevant teaching experience, an understanding of the needs of adult, distance and independent learners, and an imaginative approach to tutoring modules for a wide range of adult students of different backgrounds and types;
• a keen interest in innovative forms of teaching and learning, including the development of teaching skills in an online environment;
• excellent IT skills and willingness to use more advanced software after appropriate training;
• ability to select, manage, motivate and provide staff development for Associate Lecturers;
• an understanding of issues of student access, retention, diversity and success in the context of higher education;
• ability to contribute effectively to the academic and teaching activities of the Discipline and School;
• experience and knowledge of online learning environments and/or use of electronic media for tuition and student support.

Desirable

• Evidence of research publication or involvement, and/or a Ph.D. qualification;
• Research interests which fit with the Discipline’s curriculum, and/or scholarship of teaching;
• An FE/HE teaching qualification or Fellowship of the Higher Education Academy.
Personal abilities and qualities

**Essential**
- excellent written and oral communication skills, with a strength in academic communication;
- excellent interpersonal skills, including ability to work flexibly, independently and as part of a team;
- ability to travel to undertake School work as required in Milton Keynes and other locations in England;
- Ability to balance a portfolio of diverse work commitments, setting priorities appropriately.

**Desirable**
- Involvement and interest in use of social media.