Job Description – Staff Tutor, Advanced Clinical Practice Ref - 17081

Reports to: Nation Manager
Location: Milton Keynes
Grade: £41,526 - £49,553 (AC3) and £52,560 - £59,135 (AC4)
Permanent, Full-Time

About the role

Staff Tutors are members of the academic staff of the School of Health, Wellbeing and Social Care (HWSC) based in the Faculty of Wellbeing, Education & Language Studies (WELS). They play a vital role in the provision of The Open University’s (OU) supported open learning model of education; contribute to the presentation of modules and qualifications and engage in research and scholarship congruent with School and Faculty strategic priorities. Staff Tutors represent The Open University on national and local strategic groups, provide academic leadership and line manage Associate Lecturers and Practice Tutors who provide academic and pastoral support to OU students. The post includes responsibility for working in partnership with employers to support recruitment and selection to professional programmes and for the operational management of practice learning relating to the School’s portfolio of qualifications. Applicants should therefore, have relevant qualifications and experience. The postholder will be part of the Advanced Clinical Practice (ACP) team based in Milton Keynes but required to travel to and other parts of the UK to engage with stakeholders and promote this qualification.

The post holder will be expected to:

- Contribute to the effective management of the ACP qualification, which includes Non-Medical Prescribing, and work strategically with agencies, employers and regulatory bodies to ensure compliance with external and internal regulatory requirements;
- Promote The OU’s ACP programmes and other qualifications to sponsors, employers and other stakeholders (AC3) and disseminate conceptual and complex ideas to a wider variety of audiences (AC4);
- Work collaboratively with colleagues and partner organisations in the recruitment and selection of students for entry to the ACP programme and other qualifications;
- Provide operational support for the ACP programmes and associated health and social care modules by line management (AC3) of Associate Lecturers and Practice Tutors and ensuring the quality assurance of all learning;
- Ensure students receive the support they need to progress academically and in meeting practice learning requirements;
- Contribute to the recruitment, management (AC3), support and staff development of Associate Lecturers and Practice Tutors in partnership with Associate Lecturer Services, having regard to the importance of high-quality provision and co-ordinate the work ensure that modules are delivered effectively, using agreed objectives and work plans (AC4);
- Organise appropriate tutorial provision in accordance with the Group Tuition policy and processes and undertake quality assurance of correspondence tuition, face-to-face tuition, online tuition and practice assessment;
- Ensure that practice areas used for practice learning and/or assessment are suitable and appropriately audited;
- Contribute to (AC3) or take a leading role (AC4) in the development and presentation of distance learning modules within relevant qualifications and advise the School on the content and teaching strategies of modules and qualifications in the light of feedback from all Associate Lecturers and students;
• Apply (AC3) and develop innovative (AC4) appropriate teaching techniques and material to create interest, understanding and enthusiasm amongst students
• Regularly review (AC3) and amend/update (AC4) module materials
• In line with the Four Nations strategy of the University work with colleagues in the four nations and in the School and the wider Faculty to ensure awareness of the policy and legislative context in the UK;
• Assist module and qualification teams in monitoring, grading and ensuring the quality of feedback on student assignments and practice portfolios assessed by Associate Lecturers and Practice Tutors;
• Develop and implement a personal research and scholarship plan congruent with the School and Faculty’s Research and Scholarship Strategy (AC3);
• Act as principal investigator or project lead on independent research and contribute to the development of research strategies within the school (AC4)
• Represent the School, Faculty and The OU at strategic local and relevant external committees and groups; working with partners across the Independent and Statutory sector, other Universities and local Government;
• Undertake other duties as required;
• Provide induction, probation and Career Development Staff Appraisal (CDSA) for Associate Lecturers and Practice Tutors and support them to deal with routine issues and concerns relating to their teaching and support of students (AC3) offering appropriate advice on personal development (AC4);

Skills and experience

Essential:
• A good first degree (upper second or higher) and a Post-Graduate qualification in a subject area of relevance to Advanced Clinical Practice;
• An appropriate professional qualification;
• Current registration with the relevant regulator (GPhC, HCPC or NMC);
• A teaching qualification;
• A sound knowledge and understanding of professional education, including the standards and regulatory requirements for professional programmes related to ACP;
• A knowledge and understanding of current issues in advancing healthcare practice across the UK (AC3) and a recognised authority in ACP (AC4)
• Experience of teaching and practice education;
• Experience of working autonomously; to meet deadlines, to prioritise tasks, and solve complex problems in a sensitive and constructive way;
• Experience of using information technology (IT) for communication and teaching purposes and to access and use data to support module and qualification delivery;
• Demonstrable ability to support the professional development of colleagues (e.g. Associate Lecturers and Practice Tutors);
• An ability to promote HWSC learning provision to individuals and corporate customers and to develop and support local partnerships and engage with employers;
• Knowledge of and commitment to the OU mission, including equality and diversity issues;
• Experience of teaching adult learners, particularly in the context of distance learning, demonstrating a sound understanding of the needs of adult learners;
• Experience of effective leadership, and line management, with the ability to communicate vision, strategy and to develop others;
• A commitment to continuing personal and professional development and updating in the field of ACP;
• A commitment to promoting quality services to students, in particular through the academic management and appropriate staff development of colleagues (e.g. Associate Lecturers and Practice Tutors) and evaluation of learning provision;
• Excellent interpersonal, organisational, team working and communication skills, including an ability to express ideas clearly both orally and in writing
• An ability to work effectively across organisational boundaries and to collaborate with others across the sector
• An ability to work on your own initiative and as an effective member of a team
• An ability and willingness to undertake regular travel and to work flexibly including some evenings and weekends

Desirable:
• Experience of work-based learning
• A record of research and scholarly activity related to your professional discipline
• HEA or equivalent accreditation

The Open University is an Institution that strives to create an academic climate in which diversity is embraced by maintaining and respecting the dignity, respect and civility of individuals from all backgrounds, identities, cultures and experiences. The programmes in the Faculty of Wellbeing, Education, and Language Studies play an integral role in achieving the University’s widening participation and social justice mission. We strive to recruit, retain and develop the careers of a diverse pool of students and staff, and particularly encourage applications from all underrepresented groups.