Job Description – Staff Tutor, SSGS. Fixed term contract until 30 September 2021, 14.8 hours per week (0.4FTE)

About the role

This post is an opportunity to work as a Staff Tutor in the expanding School of Social Sciences and Global Studies. The post is covering a secondment of a current Staff Tutor until 30 September 2021.

You will have a key role to contribute to the presentation of modules and qualifications within the School.

The successful applicant will be expected to manage Associate Lecturers working on level one interdisciplinary modules. You will also organise and implement an appropriate staff development programme, provide a link between ALS (Associate Lecturer Services), the SST (Student Support Team) and the discipline, and organise timetables for blended tuition, including face-to-face day schools, telephone and online tutorials, forums, and aspects of collaborative and team working of ALs therein.

The successful applicant will be given a mentor and full support in the role. The starting date for the role is to be confirmed.

The post is designated as a homeworker, however regular travel to Milton Keynes, and other locations in the UK, will be required throughout the contract period.

Key responsibilities

The person 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). 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, synchronous on-line tutorials, asynchronous online forums, 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

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 in a limited way to scholarship or research in existing areas of strength in the School

contribute as an academic to the presentation of the School’s curriculum in formal and informal learning opportunities

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.

**Education, skills, experience and personal abilities/qualities**

**Essential**

- you will hold as a minimum requirement a postgraduate degree (or equivalent) in one of the disciplines within the School
- You will have substantial relevant recent experience of the management of teaching and student support
- ability to select, manage, motivate and provide staff development for Associate Lecturers
- 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
- 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
- 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
• excellent written and oral communication skills, with a strength in academic communication
• excellent interpersonal skills, including ability to manage staff, giving and receiving advice and dealing with sensitive issues in a constructive manner
• willingness to work flexibly, independently and as part of a team
• high degree of organisational and administrative skills
• ability to manage and balance a portfolio of diverse work commitments often to tight deadlines, setting priorities appropriately
• ability to travel to undertake School work as required in Milton Keynes and other locations in the UK.

Desirable

• evidence of scholarship/research publication or involvement and/or a Ph.D. qualification
• scholarship/research interests which fit with the curriculum, and/or of scholarship of teaching relevant to the School
• an FE/HE teaching qualification or Fellowship of the Higher Education Academy
• Involvement and interest in use of social media.

Role Specific Requirements

Since face-to-face and online tutorials and staff development events are held in the evenings and on Saturdays, Staff Tutors need to be prepared to regularly undertake evening and weekend commitments to visit or deliver these events. Staff Tutors may need to travel periodically to places across the UK where face-to-face day schools or staff development sessions are taking place. The University’s travel and subsistence scheme will apply.

The Faculty of Arts and Social Sciences (FASS)

The Faculty is the largest and most diverse at The Open University, with over 50,000 students studying our modules with excellent completion rates and consistently outstanding student satisfaction ratings. Noted for the strength of our interdisciplinary approaches, our scholars of international standing teach and research a very wide range of topics and themes in specific subject areas, recognized as world class or internationally excellent in the latest Research Excellence Framework (REF) in 2014, and having a direct and profound influence on our undergraduate and postgraduate teaching.

The faculty has three Schools:

• School of Arts and Humanities
• School of Psychology & Counselling
• School of Social Sciences and Global Studies

Students are supported by three Student Support Teams. These teams offer specialist study support to students undertaking our qualifications across the University. Members of academic staff,
including academics based in all four nations of the UK, form part of these teams in sustaining and improving student progression and retention.

The Faculty works closely with important organisations and institutions in the UK and other parts of the world in a range of validated partnerships and collaborations. Engaged in world-class, agenda setting research tackling the most difficult challenges facing us in the 21st Century, with work in numerous subject-based and interdisciplinary research groups and projects. With c.1800 members of staff comprising academics, associate lecturers, support staff and full-time research students working across the locations of the University, combining originality and innovation in research and curriculum, the Faculty of Arts and Social Sciences is a vibrant and exciting place to study and work.

To find out more about the Faculty’s teaching, learning and research, please visit: http://fass.open.ac.uk/

**The School of Social Sciences & Global Studies**

The School of Social Sciences and Global Studies (SSGS) will consist of approximately 140 academics, including Staff Tutors, and research staff, organised into eight disciplines: Politics, Philosophy, Religious Studies, Economics, Development, Geography, Social Policy and Criminology, and Sociology. In addition to offering single and joint honours qualifications, the School is noted for its interdisciplinary teaching in social sciences at level 1, notably DD102 ‘Introducing the Social Sciences’ and DD103 ‘Investigating the Social world’. SSGS is a research rich School with a range of vibrant research clusters and collaborations, as well being home to two of the Universities Strategic Research Areas: in International Development and Inclusive Innovation, and Citizenship and Governance (http://fass.open.ac.uk/research/strategic-research-areas-sras).

The School’s Disciplines have contributed to highly successful Units of Assessment in REF 2014, and the School actively supports staff’s research and scholarship. To find out more visit the requisite discipline pages, which will be found on the following web pages: http://fass.open.ac.uk/schools/school-history-religious-studies-sociology-social-policy-and-criminology and http://fass.open.ac.uk/schools/school-politics-philosophy-economics-development-geography