Job Description – Staff Tutor in Criminology

About the role

The Staff Tutor plays a key role to contribute to the academic work of the Criminology department working on the development and presentation of modules in the department. You will be given a mentor and full support in the role.

As a Staff Tutor, you are expected to manage ALs (Associate Lecturers) who work in Criminology and/or on level one interdisciplinary modules. You will 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 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:

- To 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

- To 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

- To 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

- You will 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
• You will 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.

• You will contribute to scholarship or research in Criminology in areas of strength existing or to scholarship of theory and practice in learning and teaching in the School.

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

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

Skills and Experience

• A minimum of a postgraduate degree (or equivalent) in Criminology or a cognate area which is clearly and specifically related to Criminology as well as substantial relevant experience of teaching and the management of teaching and student support.

• Have 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.

• Have a keen interest in innovative forms of teaching and learning, including the development of teaching skills in an online environment, possess excellent IT skills and willingness to use more advances software after appropriate training.

• An understanding of issues of student access, retention, diversity and success in the context of higher education and with the ability to contribute effectively to the academic and teaching activities of the Discipline and School.

• Willingness to regularly undertake evening and weekend work as well as travel across the UK to deliver face-to-face school/staff development sessions.

Desirable

• Evidence of scholarship/research publication or involvement and/or a Ph.D. qualification

• Scholarship/research interests which fit with the Criminology curriculum, and/or of scholarship of teaching relevant to the School

• An FE/HE Teaching qualification or Fellowship of the Higher Education Academy