Staff Tutor/Lecturer – Applied Linguistics
17234

About the Role
The post is part of the Staff Tutor Group in the School of Languages and Applied Linguistics, in the Faculty of Wellbeing, Education and Language Studies, and a Lecturer in English Language and Applied Linguistics. The postholder will also work closely by remote working with Student Services staff in the Nottingham office.

Key Responsibilities
To be responsible for the management and delivery of part of the curriculum of the School of Languages and Applied Linguistics (LAL). This includes managing the part-time staff (Associate Lecturers) who deliver modules for English Language and Applied Linguistics to ensure the quality of delivery of these modules. The curriculum of the School comprises modules in Chinese, English Language and Applied Linguistics, English for Academic Purposes, French, German, Italian and Spanish at undergraduate and postgraduate level. Primary responsibility will be for modules and qualifications in English Language and Applied Linguistics, with flexibility to work with EAP and Foreign Languages.

To contribute actively to the School’s programme of research and scholarship and to the academic development and organisation of the School of Languages and Applied Linguistics and The Open University.

As Staff Tutor/Lecturer:
Main duties:
• Managing the recruitment, induction, probation, supervision and staff development of Associate Lecturers.
• Organising tutorial provision, including establishing and monitoring tutorial provision and liaising with other units within the University which contribute to supporting students for the Faculty.
• Assuring the quality of the work of Associate Lecturers in collaboration with academic colleagues based on the Milton Keynes campus.
• Providing advice to staff offering front line support to enquirers, students and other customers.
• Providing guidance and support to Associate Lecturers.
• Reporting on the presentation of modules and on the performance of Associate Lecturers and students as well as advising module teams on that basis.
• Representing the School externally and undertaking outreach activities on relevant aspects of the School’s teaching programmes.
• Representing the interests of the School and its students, as appropriate.
• Working with Staff Tutors within the School, in other Academic Units, in England and the Celtic nations to develop and enhance the quality of the School’s teaching programmes.
• Undertaking work in the development and/or maintenance of distance teaching materials as part of relevant module teams.
• Undertaking scholarship/research within the broad areas of the School’s research and scholarship objectives.

These duties require travel to the University’s central campus in Milton Keynes. Other travel may be required from time to time, including to the Faculty’s Student Support and Recruitment Centre in Nottingham and for tutorial quality monitoring purposes. Work away from home on some weekends and evenings is required.

Skills and Experience

Essential

• Higher degree or equivalent in a relevant subject area.
• Degree level or equivalent experience in English Language and Applied Linguistics.
• Professional and/or academic experience appropriate for the management and development of the Open University Associate Lecturers who deliver modules located in the School of Languages and Applied Linguistics, specifically English Language and Applied Linguistics.
• Good knowledge of the nature of the English Language and Applied Linguistics curriculum area in the UK and familiarity with professional associations, networks and professional development activities.
• Successful experience in the planning and administration of staff and/or non-staff resources.
• Proven organisational skills, including the ability to exercise judgement, to prioritise, to work in pressurised situations and within a budgetary framework.
• Ability to build good relationships with a range of stakeholders.
• High level of communication skills to suit a variety of occasions.
• Successful experience in working individually and in teams in a collegial and supportive manner.
• Successful experience in working to deadlines, sometimes under pressure.
• Capacity to realise the potential of information and communications technology for teaching and learning, and the demonstration of some competence.

• Capacity or potential to undertake scholarship/research.

• A strong commitment to excellence in inclusive learning and teaching for a diverse student population.

• A strong record of research and/or knowledge exchange that is commensurate to the position.

• A commitment to equal opportunities policies and practices.

• Ability to travel.

Desirable

• A doctorate in a relevant subject area.

• Knowledge of the teaching of English for Academic purposes, TESOL or reasonable level of competence in another language (minimum level B1 according to the Common European Framework of Reference for Languages).

• Some competence in a second/third language.

• Experience of teaching adults from a range of backgrounds.

• Experience of organising staff development at higher education level.

• Experience of online and telephone tuition.

• Successful experience of undertaking research.

• A record of academic and/or professional publication.

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.