Job Description – Staff Tutor, Social Work

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 a team based in the East of England locality of the Open University but will be required to travel across the area and occasionally to Milton Keynes and other parts of the UK.

Key Responsibilities

- Contribute to the effective management of the Social work Programme and work strategically with sponsoring agencies, employers and regulatory bodies to ensure compliance with external and internal regulatory requirements;
- Promote The OU’s professional programmes and other qualifications to sponsors, employers and other stakeholders;
- Work collaboratively with colleagues and partner organisations in the recruitment and selection of students for entry to the professional programmes and other qualifications;
- Provide operational support for the professional programmes and associated health and social care modules by line management of Associate Lecturers and Practice Tutors and ensuring the quality assurance of all learning;
- Contribute to the recruitment, management, 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;
- 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;
- Contribute to the development and presentation of distance learning modules and 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;
- In line with the Four Nations strategy of the University work with colleagues in England and in the School and the wider Faculty to ensure awareness of the policy and legislative context in England;
• 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;

• 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;

• 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.

• Undertake other duties as required.

Skills and experience

Essential:

• A good first degree (upper second or higher) or a Post-Graduate qualification in a subject area of relevance to nursing, health and/or social care;

• A professional qualification in Social Work; Current registration with HCPC and experience in supporting practice learning;

• A sound knowledge and understanding of social work education, including the standards and regulatory requirements for Social work Programmes;

• A knowledge and understanding of current issues in nursing, health, social care and allied professions in England;

• A knowledge and understanding of current issues in health and social care in England

• Experience of teaching and practice education in accordance with HCPC regulations for social work registration;

• 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/qualification delivery;

• Demonstrable ability to support the professional development of Associate Lecturers and Practice Tutors;

• Good interpersonal and communication skills, including an ability to express ideas clearly both orally and in writing;

• A sound understanding of the needs of adult learners;

• An ability to promote HWSC learning provision to individuals and corporate customers and to develop and support local partnerships;

• 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;

• Experience of line managing people;
• Experience of effective leadership, with the ability to communicate vision, strategy and to develop others.

• Experience of employer engagement in the social work/health care sector

• A commitment to continuing personal development and updating in the field of social work, health and social care;

• A commitment to promoting quality services to students, in particular through the academic management and appropriate staff development of Associate Lecturers and Programme 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.

• A commitment to continuing personal development and updating in the field of nursing, health, social care and allied professions;

• To reside in in the East of England Region, which covers Norfolk, Suffolk, Essex, Cambridgeshire, Hertfordshire and Bedfordshire.

Desirable:

• A higher degree and potential to develop a research and scholarship profile.

• Experience of work-based learning;

• A record of research and scholarly activity related to the nursing, health, social care and allied professions

• A commitment to collaborative working across organisational boundaries.

Capacity to be an effective home and remote worker. Relocation will be considered. Daily travel expenses within the region only will apply. Daily travel expenses (e.g. commute) outside of the region will not apply. If travel outside of the region is required in order to meet the requirements of the role (e.g. to attend meetings at Walton Hall), travel expenses will apply.

Region: East of England Region – Norfolk, Suffolk, Essex, Cambridgeshire, Hertfordshire and Bedford