Job Description – Staff Tutor, School of Education, Childhood, Youth and Sport

About the role
Staff Tutors are members of the academic staff in the School of Education, Childhood, Youth and Sport in the Faculty of Wellbeing, Education and 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 the 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 who provide support to OU students. The post holder will be based at home and will be required to travel, including travel to Milton Keynes and to work closely, often remotely, with team colleagues and with Academic Services staff in Nottingham.

The successful candidate will be responsible for the management and delivery of part of the curriculum of the School of Education, Childhood, Youth and Sport (ECYS). The curriculum of the School comprises modules in five programmes: Early Childhood; Education Studies (Primary); Childhood and Youth; Sport, Fitness and Coaching and Postgraduate Education. The majority of the post holder’s work will be related to modules on the Sport, Fitness and Coaching modules. The role includes managing the part-time staff (Associate Lecturers) to ensure the quality of delivery of these modules.

They will also work within the ECYS Student Support Team alongside educational advisers and other university staff to provide subject-specific advice and guidance for students, either directly or through briefings and academic management decisions.

In addition to the above, the postholder will also contribute actively to the School’s programme of research and scholarship and to the academic development and organisation of the School of Education, Childhood, Youth and Sport, the Faculty and The Open University.

Key responsibilities

• 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 and ALs for the Faculty.
• Providing guidance and support to Associate Lecturers.
• Assuring the quality of the work of Associate Lecturers in collaboration with colleagues based on the Milton Keynes campus.
• Providing advice to front-line staff within the ECYS Student Support Team offering support to enquirers, students and other customers.
• Reporting on the presentation of modules and on the performance of Associate Lecturers and students as well as advising module teams on that basis.
• Working with Staff Tutors within the School of Education, Childhood, Youth and Sport in England and the Celtic nations, to develop and enhance the quality of the School’s teaching programmes.
• 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.
• Undertaking scholarship activities in line with University and Faculty objectives.
• Undertaking work in the development and /or maintenance of distance teaching materials as part of relevant module teams.

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 Recruitment and Support Centre (SRSC) in Nottingham and to various other locations for tutorial quality monitoring purposes. Working away from home on some weekends and evenings is required.

Skills and experience

Essential

• Higher degree and professional experience in a field relevant to programme areas covered by the post
• Professional and/or academic experience appropriate for the management and development of OU Associate Lecturers
• Successful experience in the planning and management 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
• Successful experience in working to deadlines, sometimes under pressure
• Successful experience in working individually and in teams in a collegial and supportive manner
• Ability to build good relationships with a range of stakeholders
• High level of communication skills to suit varied audiences and occasions
• Good understanding of UK education systems and in particular the policies and regulations affecting the markets for the programmes currently taught and planned by the School
• Capacity or potential to engage with scholarship activities
• Capacity to realise the potential of information and communications technology for teaching and learning.
• A commitment to equal opportunities policies and practices
• Ability to travel within England and the UK
• Knowledge of at least one other programme area covered by the School

Desirable:

• Hold qualified teaching status
• Experience of teaching adults from a range of backgrounds.
• Experience of organising staff development at higher education level.
• Successful experience of undertaking scholarship activities
• A record of academic and /or professional publications.
• Experience of distance teaching and learning