OU Business School Residential Schools Tutor – Role Description

Your main duty as a residential school tutor is to provide academic guidance, stimulation, and support to Open University students within the framework provided by the module material and the academic programme. Tutors are responsible, as part of the residential school teaching team, to the Residential School Director.

Duties and responsibilities

Before the school

- gain an understanding of the academic programme and aims of the school by making yourself familiar with materials supplied by the module team;
- under direction from the Residential School Director, prepare elective tutorials or workshops on topics likely to be of interest to students at the residential school;

During the school

- encourage students’ active involvement and participation by helping to create a learning environment in which they all feel able to contribute;
- conduct and facilitate activities and exercises as specified in the school's Handbook for Students and Notes for Tutors;
- help students to improve their understanding of module materials;
- be sensitive to students’ needs, especially those students who need additional support;
- give moral and practical support to fellow tutors in the conduct and running of academic activities and exercises;
- give the Residential School Director or module team constructive comments on the nature and scope of the residential school activities;
- discuss your performance with the Residential School Director in the light of any comments from students;
- be aware of and act in accordance with the University's Equal Opportunity Policy and its code of practice on bullying and harassment;
- be resident on the site and available between specified hours to respond to students' enquiries;
- attend tutor briefings and other meetings as requested by the Residential School Director;
- be aware of health and safety regulations governing use of facilities, equipment and materials. Assist the Residential School Director in ensuring that conditions and methods of work are safe and that potential hazards are reported promptly;
- assist the Residential School Director and residential school support manager in ensuring the security of teaching areas and equipment;
Hours of work

The main academic programme usually runs between 09:00 and 21:00 daily throughout the residential school apart from the last day when the programme finishes in the afternoon. This may vary and you may be encouraged to offer informal support to students outside those hours.

Academic and personal requirements

Residential school tutors are normally expected to have a degree, higher degree, or a professional or vocational qualification, in an appropriate subject area. In addition, the duties and responsibilities we’ve described give rise to the following general requirements:

- experience of teaching or training adults in management (and in an online environment if appropriate);
- management experience;
- an understanding of how adults learn, and an ability to work with students from diverse educational, cultural and work backgrounds;
- an understanding of (and commitment) to equal opportunity policy and practices;
- ability to promote adults’ learning through face-to-face tuition or online, as appropriate;
- commitment to student-centred learning;
- an organised and systematic approach to work;
- ability to work successfully both independently and in a team;
- good group facilitation skills;
- respect for others’ feelings while working in close proximity in a residential environment or in an online environment, as appropriate;
- willingness to teach Open University module material as specified by the module team.
OU Business School Online Schools Tutor – Role Description

Your main duty as a tutor for an online school is to provide academic guidance, stimulation, and support to Open University students within the framework provided by the module material and the academic programme. Tutors are responsible, as part of the residential school teaching team, to the online School Director.

Duties and responsibilities

Before the school

▪ gain an understanding of the academic programme and aims of the school by making yourself familiar with materials supplied by the module team; and in close liaison with the online School Director.

During the school

▪ encourage students’ active involvement and participation by helping to create a learning environment in which they all feel able to contribute;
▪ conduct and facilitate activities and exercises as specified in the school’s Handbook for Students and Notes for Tutors;
▪ help students to improve their understanding of module materials;
▪ be sensitive to students’ needs, especially those students who need additional support;
▪ give moral and practical support to fellow tutors in the conduct and running of academic activities and exercises;
▪ give the online School Director or module team constructive comments on the nature and scope of the online school activities;
▪ discuss your performance with the online School Director in the light of any comments from students;
▪ be aware of and act in accordance with the University’s equal opportunity policy and its code of practice on bullying and harassment;
▪ be available between specified hours to respond to students’ enquiries;
▪ attend tutor briefings and other online meetings as requested by the online School Director;
▪ be aware of health and safety regulations governing use of equipment and materials. Assist the School Director in ensuring that conditions and methods of work are safe and that potential hazards are reported promptly.

Hours of work

Online tutors are required to spend some time online every day that the online school is running. The period of the online school varies between modules and full details are available from the module team.

Academic and personal requirements

Online tutors are normally expected to have a degree, higher degree, or a professional or vocational qualification, in an appropriate subject area. In addition, the duties and responsibilities we’ve described give rise to the following general requirements:
- experience of teaching or training adults in management (and in an online environment if appropriate);
- management experience;
- an understanding of how adults learn, and an ability to work with students from diverse educational, cultural and work backgrounds;
- an understanding of (and commitment) to equal opportunity policy and practices;
- ability to promote adults' learning through face-to-face tuition or online, as appropriate;
- commitment to student-centred learning;
- an organised and systematic approach to work;
- ability to work successfully both independently and in a team;
- good group facilitation skills;
- respect for others' feelings while working in close proximity in a residential environment or in an online environment, as appropriate;
- willingness to teach Open University module material as specified by the module team.