Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference</th>
<th>15559</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Staff Tutor in Psychology &amp; Counselling x 7 posts</td>
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<tr>
<td>Reports to:</td>
<td>Lead Staff Tutor, Psychology &amp; Counselling</td>
</tr>
<tr>
<td>Salary:</td>
<td>£40,792 to £48,677 per annum according to qualifications and experience</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic Staff</td>
</tr>
<tr>
<td>Grade</td>
<td>AC3</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Working hours:</td>
<td>37 hours per week</td>
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<tr>
<td>Start Date:</td>
<td>As soon as possible</td>
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<tr>
<td>Location:</td>
<td>You will be based either at Milton Keynes (with the expectation that you will be present in the location on average 3 days a week, the remainder of your time worked from home), or, as a Designated Homeworker. This post is to support Psychology students and Associate Lecturers in England. Regular travel to Milton Keynes, and other locations in England, will be required throughout the contract period.</td>
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<tr>
<td>Closing date:</td>
<td>12:00 Noon 1 April 2019</td>
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<tr>
<td>Type of application form accepted:</td>
<td>Application for Employment Form</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>3</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>The Resourcing Assistant, email <a href="mailto:resourcing-hub@open.ac.uk">resourcing-hub@open.ac.uk</a></td>
</tr>
</tbody>
</table>

Summary of duties
The person appointed will be expected to contribute in the following ways:

- act on behalf of the School of Psychology & Counselling in the recruitment and appointment of Associate Lecturers (ALs) working in England. 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, on-line tutorials, electronic conferences and individual correspondence, telephone and e-mail;

- 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;

- provide a link between ALS (Associate Lecturer Services), the SST (Student Support Team) and the School. 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;

- contribute to the work of the School’s Student Support Team;

- contribute to scholarship or research in the School of Psychology & Counselling in areas of strength existing in the School or to developments of theory and practice in learning and teaching psychology;

- 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 School and academics working centrally on teaching;

- 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;

- contribute as an academic to the development and presentation of Psychology & Counselling curriculum in formal and informal learning opportunities and by contributing to module team work;

- contribute to the development and maintenance of student learning communities via new media;

- be actively involved in developing and implementing policy and practice designed to support student success;

- be actively involved in developing and implementing diversity and widening participation initiatives, both for students and ALs.

2. Person specification

Requirements (E = Essential/ D = Desirable)

Education, qualifications and training

Essential

- You will hold as a minimum requirement a postgraduate degree (or equivalent) in Psychology, or a cognate area which is clearly and specifically related to Psychology and have relevant experience of teaching and management of teaching, and student support.

Knowledge, work and other relevant experience

Essential:

- 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 and types;

- a keen interest in innovative forms of teaching and learning, including the development of teaching skills in an online environment;
• excellent IT skills and willingness to use more advanced software after appropriate training;
• ability to select, manage, motivate and provide staff development for Associate Lecturers;
• an understanding of issues of student access, retention, diversity and success in the context of higher education;
• ability to contribute effectively to the academic and teaching activities of the School
• experience and knowledge of online learning environments and/or use of electronic media for tuition and student support

Desirable:
• Evidence of research publication or involvement, and/or a Ph.D. qualification
• Research interests which fit with the School’s curriculum
• An FE/HE is teaching qualification or Fellowship of the Higher Education Academy
• Eligible for Graduate Basis for Chartered membership of the BPS

Personal abilities and qualities

Essential:
• excellent written and oral communication skills, with a strength in academic communication;
• excellent interpersonal skills, including ability to work flexibly, independently and as part of a team;
• ability to travel to undertake School work as required in Milton Keynes and other locations in England
• Ability to balance a portfolio of diverse work commitments, setting priorities appropriately

Desirable:
• Involvement and interest in use of social media

3. Role specific requirements e.g. Shift working
Since face-to-face and online tutorials and staff development events are held in the evenings and on Saturdays, Staff Tutors need to be prepared to regularly undertake evening and weekend commitments to visit or deliver these events. Staff Tutors may need to travel periodically to places in England where face-to-face day schools or staff development sessions are taking place. The University’s travel and subsistence scheme will apply.

4. About the unit/department

The Faculty of Arts and Social Sciences (FASS)
The Faculty is the largest and most diverse at The Open University, with some 50,000 students studying our modules with excellent completion rates and consistently outstanding student satisfaction ratings. Noted for the strength of our interdisciplinary approaches, our scholars of international standing teach and research a very wide range of topics and themes in specific subject areas, recognized as world class or internationally excellent in the latest Research Excellence Framework (REF) in 2014, and having a direct and profound influence on our undergraduate and postgraduate teaching.
The Faculty is currently organised into four Schools:
• School of Psychology & Counselling
• School of Politics, Philosophy, Economics, Development, Geography
• School of History, Religious Studies, Sociology, Social Policy & Criminology
• School of Arts and Cultures

Students are supported by three Student Support Teams. These teams offer specialist study support to students.
undertaking our qualifications across the University. Members of academic staff, including regional academics, form part of these teams in sustaining and improving student progression and retention.

The Faculty works closely with important organisations and institutions in the UK and other parts of the world in a range of validated partnerships and collaborations. Engaged in world-class, agenda setting research tackling the most difficult challenges facing us in the 21st Century, with work in numerous subject-based and interdisciplinary research groups and projects.

With c.1800 members of staff comprising academics, associate lecturers, support staff and full-time research students working across the locations of the University, combining originality and innovation in research and curriculum, the Faculty of Arts and Social Sciences is a vibrant and exciting place to study and work.

To find out more about the Faculty’s teaching, learning and research, please visit: http://fass.open.ac.uk/

The School of Psychology & Counselling

The School of Psychology & Counselling is Europe’s largest provider of university-level education in Psychology & Counselling, offering undergraduate and research qualifications, and with taught postgraduate qualifications currently in development. The school has a vigorous research culture with strengths in psycho-social perspectives, counselling and forensic psychology. Our general orientation is specifically multi-perspectival and interdisciplinary and this is reflected in both our teaching and research - our students are not only versed in methodological skills, but also understand fundamental conceptual and philosophical issues in psychology, and the different ways in which psychological knowledge can be constructed and applied.

Members of the School work in close collaboration with psychologists in other Faculties including the Faculty of Wellbeing, Education and Language Studies (WELS), the Faculty of Business and Law (FBL) and the Faculty of Science, Technology, Engineering and Mathematics (STEM) in research, teaching and curriculum provision.

Psychology & Counselling Staff and their Research interests

For individual staff profiles please visit: http://fass.open.ac.uk/psychology/people

5. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact Dr Troy Cooper by email at Head of School Psychology or Dr Caroline Kelly by email at caroline.kelly@open.ac.uk

If you have any questions regarding the application process please contact The Resourcing Assistant, email resourcing-hub@open.ac.uk

6. The application process and where to send completed applications

Please ensure that your application reaches the University by: 12:00 Noon 1 April 2019

Your Application should include

• A completed Application for Employment Form.
• A curriculum vitae that includes details of academic qualifications, teaching, management and research experience, grants received and publications.
• A cover letter detailing why you are suitable for this position (no longer than 2 sides of A4).
7. Selection process and date of interview

| The interview panel will be chaired by: | • Dr Troy Cooper, Head of School (Psychology & Counselling), Faculty of Arts and Social Sciences. |
| The other members of the interview panel will be: | • Dr Caroline Kelly, Lead Staff Tutor, School of Psychology & Counselling.  
• Further panel members will be advised to candidates successful |
| The interviews will take place on: | Interview date: Will be confirmed to candidates successful for interview. |
| The selection process for this post will include | Further details of the interview and selection process will be advised to candidates successful for interview. |

We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates.

Applications received after the closing date will not be accepted.