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>15535</th>
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</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Staff Tutor, School of Education, Childhood, Youth and Sport</td>
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<tr>
<td>Reports to:</td>
<td>Associate Head of School, (Students and Nations)</td>
</tr>
<tr>
<td>Salary:</td>
<td>£40,792 - £48,677</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic</td>
</tr>
<tr>
<td>Grade</td>
<td>AC3</td>
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<tr>
<td>Duration of post:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Working hours:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Location:</td>
<td>Homeworker in England or based in Nottingham Office</td>
</tr>
<tr>
<td>Closing date:</td>
<td>5.00pm on 4 February 2019</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Covering Letter, Application Form and CV</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Three</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Helen Jackman</td>
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</table>
2. Summary of duties

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 in England either at home or in the Nottingham Office of the Open University and will be required to travel across England, including Milton Keynes, and to work closely, often remotely, with School and Faculty colleagues and with Academic Services staff in Nottingham.

Overall job purpose

To 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 main responsibility will be for modules in three programme areas: ‘Childhood and Youth, Early Childhood, Education Studies (Primary), with flexibility to work in the other areas.

The role includes managing the part-time staff (Associate Lecturers) who deliver the modules that comprise these programmes to ensure the quality of delivery of these modules.

To 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.

To 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.

Main duties

1. Managing the recruitment, induction, probation, supervision and staff development of Associate Lecturers.

2. 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.

3. Providing guidance and support to Associate Lecturers.

4. Assuring the quality of the work of Associate Lecturers in collaboration with colleagues based on the Milton Keynes campus.

5. Providing advice to front-line staff within the ECYS Student Support Team offering support to enquirers, students and other customers.

6. Reporting on the presentation of modules and on the performance of Associate Lecturers and students as well as advising module teams on that basis.

7. Working with Staff Tutors within the School of Education, Childhood, Youth and Sport in England and the Celtic nations, develop and enhance the quality of the School’s teaching programmes.

8. Representing the School externally and undertaking outreach activities on relevant aspects of the School’s teaching programmes.
2. Person specification

<table>
<thead>
<tr>
<th>Requirements</th>
<th>(E = Essential/ D = Desirable)</th>
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<tbody>
<tr>
<td><strong>Education, qualifications and training</strong></td>
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<tr>
<td><strong>Essential:</strong></td>
<td>1. Higher degree and professional experience in a field relevant to programme areas covered by the post.</td>
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<tr>
<td><strong>Desirable:</strong></td>
<td>2. Hold qualified teaching status.</td>
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<tr>
<td><strong>Knowledge, work and other relevant experience</strong></td>
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<tr>
<td><strong>Essential:</strong></td>
<td>3. Professional and/or academic experience appropriate for the management and development of OU Associate Lecturers.</td>
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<td>4. Successful experience in the planning and management of staff and/or non-staff resources.</td>
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<td>5. Proven organisational skills, including the ability to exercise judgement, to prioritise, to work in pressurised situations and within a budgetary framework.</td>
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<td>6. Successful experience in working to deadlines, sometimes under pressure.</td>
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<td></td>
<td>7. Successful experience in working individually and in teams in a collegial and supportive manner.</td>
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<td>8. Ability to build good relationships with a range of stakeholders.</td>
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<td>9. High level of communication skills to suit varied audiences and occasions.</td>
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<td></td>
<td>10. Good understanding of the English education system and in particular the policies and regulations affecting the markets for the programmes currently taught and planned by the School.</td>
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<tr>
<td></td>
<td>11. Capacity or potential to engage with scholarship activities.</td>
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12. Capacity to realise the potential of information and communications technology for teaching and learning, and the demonstration of good competence.

**Desirable:**
13. Experience of teaching adults from a range of backgrounds.
14. Experience of and involvement in Initial Teacher Education
15. Experience of organising staff development at higher education level.

**Personal abilities and qualities**

**Essential:**
16. A commitment to equal opportunities policies and practices.
17. Ability to travel within England and the UK.
18. Knowledge of at least one other programme area covered by the School.

**Desirable:**
19. Successful experience of undertaking scholarship activities.
20. A record of academic and/or professional publications.
21. Experience of distance teaching and learning

22. **Role specific requirements e.g. Shift working**

This post will either be home based or at our offices in Nottingham. 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 locations for tutorial quality monitoring purposes. Working away from home on some weekends and evenings is required.

5. **About the unit/department**

**Faculty of Wellbeing, Education and Language Studies**

The Faculty works across a range of disciplines including education, childhood and youth, health and social care, youth work, social work, languages and applied linguistics, nursing, and sport and fitness; organised as three schools. We work proactively, taking an innovative approach to teaching and learning; develop collaborative and effective partnerships with employers and other institutions; and engage in cutting edge, action oriented and internationally recognised research.

The Faculty is based in Milton Keynes and in our national offices with our Student Support located in Nottingham. The majority of our 35,500 students are in the UK, but the Faculty also has students in the Republic of Ireland, Continental Western Europe and elsewhere in the world. The Faculty’s curriculum comprises programmes at undergraduate, Masters and doctoral levels.

Our three Schools are:
The Open University, Human Resources, HRG158 | Page 5 of 6

- Education, Childhood, Youth and Sport
- Health, Wellbeing and Social Care
- Languages and Applied Linguistics

**The School of Education, Childhood, Youth and Sport**

The school currently has 7 qualification areas covering childhood and youth, youth work, sport and fitness, primary and early years – offered in the UK and beyond. Programmes range from Access modules (pre undergraduate Level 1) to Postgraduate Research. The school is composed of just over 500 Associate lecturers, nearly 14,000 students and 118 members of staff. In addition we have a long history of running international projects in, for example, Africa, India, Bangladesh and Indonesia.

Our undergraduate degrees are currently:

- BA (Hons) *Childhood and Youth Studies*;
- BA (Hons) *Early Childhood*;
- BA (Hons) *Education Studies (Primary)*;
- BSc (Hons) *Sport, Fitness and Coaching and*;
- BA (Hons) *Youth Work*.

Our postgraduate degrees are currently:

- Masters degree in *Education*
- MA in *Childhood and Youth*

In addition we also contribute to the main OU Psychology Programme at all levels in the areas of child development and sport and exercise psychology. Currently the level 1 undergraduate module *Introduction to Childhood Studies and Child Psychology* (E102) (3,500 students a year) is a key component of our teaching profile along with *Psychology of Childhood and Youth* (E219) (2,000 students a year).

Members of the School are part of Education Futures Research Cluster which has a strong record in research income generation.

Members of the School are academic advisors on a number of Television and Radio productions including the BBC programmes Child of Our Time, Bringing up Britain and have been responsible for the related information available on Open Learn [http://www.open.edu/openlearn/body-mind/childhood-youth](http://www.open.edu/openlearn/body-mind/childhood-youth).

### 6. 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 Liz McCrystal on 02890 245 025 or email: liz.mccrystal@open.ac.uk.

If you have any questions regarding the application process please contact Helen Jackman on 01908 332247 or email: wels-recruitment@open.ac.uk.
7. The application process and where to send completed applications

Please ensure that your application reaches the University by: 5.00pm on 4 February 2019

Post it to:

Name/Job title: Helen Jackman

Department/Unit: WELS Staffing Team

Address: Room 116 – 118
Horlock Building
The Open University
Walton Hall
Milton Keynes

Post Code: MK7 6AA

Or e-mail your application to: Wels-recruitment@open.ac.uk

8. Selection process and date of interview

The interview panel will be chaired by: TBC

The other members of the interview panel will be: TBC

The interviews will take place on: TBC

The selection process for this post will include: TBC

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.