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>13461</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Staff Tutor</td>
</tr>
<tr>
<td>Reports to:</td>
<td>North Locality Lead</td>
</tr>
<tr>
<td>Salary:</td>
<td>£39,324 to £46,414 pro rata</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic</td>
</tr>
<tr>
<td>Grade</td>
<td>AC3</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Temporary contract: 24 months</td>
</tr>
<tr>
<td>Working hours:</td>
<td>22.2 hours per week</td>
</tr>
<tr>
<td>Location:</td>
<td>Homeworker to be based in North region/Leeds area</td>
</tr>
<tr>
<td>Closing date:</td>
<td>5.00pm on 19 May 2017</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>3</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Helen Jackman</td>
</tr>
</tbody>
</table>
## 2. Summary of duties

Staff Tutors play a vital role in the provision of the Open University’s (OU) supported open learning model of education. They appoint and develop the Associate Lecturers (ALs) who provide support to OU students, and they quality assure academic and practice learning.

You will be part of a team in the North region locality and will be based at home. This team is part of an experienced group of staff who work across the 4 nations to provide student-focused education. 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). You are expected to contribute to the presentation of modules and qualifications and engage in research/scholarship congruent with school and faculty strategic priorities. There is an entitlement to study leave once you are established in post.

Applicants should have a relevant degree and a strong interest in Health & Social Care, together with substantial teaching or administrative experience, preferably in an academic environment.

The post holder will be expected to:

- Contribute to the management and delivery of learning provision primarily located within the portfolio of the Faculty’s Health, Wellbeing and Social Care (HWSC) department in the region;
- Act as a member of relevant Associate Lecturer (AL) appointment panels and make recommendations on the appointment of ALs in conjunction with other regional staff, having regard to the importance of high quality tutorial provision;
- Provide induction, probation and Career Development Staff Appraisal (CDSA) for ALs;
- Maintain regular contact with ALs and support them in dealing with day-to-day issues and concerns relating to their teaching and support of students;
- In partnership with other colleagues in the region, take responsibility for the planning and implementation of a staff development programme for ALs;
- Organise timetables on relevant modules for face-to-face tuition, including day schools, and for telephone and online tuition;
- Undertake quality assurance of synchronous and asynchronous face-to-face and distance tuition;
- Work with other staff within and beyond the Faculty on the Tutor-Student Allocation (TSA) process;
- Promote Faculty provision to sponsors, employers and other stakeholders;
- As required, offer advice and support to students and advise designated members of staff on the progress and special needs/problems of individual students;
- Attend regional and national staff meetings on behalf of the Faculty as required;
- Undertake other duties within the University and the region as required.
## Person specification

### Requirements (E = Essential/ D = Desirable)

#### Education, qualifications and training

- A good first degree (upper second or higher) or a Post-Graduate qualification of relevance to health and/or social care;
- A professional qualification and/or significant practice experience in health and/or social care;

#### Knowledge, work and other relevant experience

**Essential:**

- A sound knowledge and understanding of current issues in health and social care;
- A commitment to continuing professional development in health and social care and a demonstrable ability to contribute to the professional development of colleagues;
- An understanding of the needs of adult learners, particularly in the distance learning context;
- The skills required to manage a team of part-time teaching staff who may work at a distance;
- An ability to work autonomously; to prioritise tasks and to solve complex problems in a sensitive and constructive way;
- An ability to work co-operatively within teams, in a regional and faculty context, and across external organisations;
- An ability to promote quality services to students;
- An ability to promote the Faculty’s learning provision to individuals and corporate customers;
- Good interpersonal and communication skills, including an ability to express ideas clearly both orally and in writing
- An ability to use IT for communication purposes, to access and use data and to support module/programme delivery;
- An ability and willingness to travel round the region, occasionally travel to Milton Keynes and other OU locations and to work some evenings and weekends;
- A commitment to the promotion of the Faculty’s learning provision;
- Knowledge of and commitment to The Open University’s mission, including equality and diversity issues.

**Desirable:**

- Previous involvement in delivering distance learning;
- Experience of Open University methods of distance learning and educational technology.

### Personal abilities and qualities
Essential:

• A willingness and ability to travel around the locality of the North region and to Milton Keynes, and to work some evenings and weekends. Please note the requirement for the post holders to live within the North region locality

Desirable:

4. Role specific requirements e.g. Shift working

N/A

5. About the unit/department

Faculty of Wellbeing, Education and Language Studies

The Open University has embarked on a period of transformational change and in August 2016, restructured into four new Faculties, each comprising a number of Schools. The new Faculty of Wellbeing, Education and Language Studies is based in Milton Keynes and in a number of regional and national offices, with our Student Support Team 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.

School of Health, Wellbeing and Social Care

The School of Health, Wellbeing and Social Care is one of three Schools within the Faculty. It is characterised by a vigorous intellectual life fostered through shared research/scholarship interests, collaborative teaching, and a strong external focus. The School has three distinct but inter-related areas of curriculum: Health and Social Care, Nursing, and Social Work. The School is committed to making a difference to health and social care practice and to working in partnership with key stakeholders. The School’s mission is to transform lives through health and social care education and research. Our teaching materials are underpinned by the excellence of our research as well as high quality scholarship in the area of teaching and learning that focuses on the delivery of an excellent student experience. Students of the School have won prestigious awards including, for example, the Scottish Association of Social Workers student of the year award and the Royal College of Nursing Student Nurse of the Year Award in Northern Ireland.

Teaching

The University has been developing and delivering supported open learning in the field of health and social care for over 40 years. Our materials are highly respected and we have become one of the largest providers of educational opportunities and learning solutions in this sector. Our practice-focused curriculum and emphasis on meeting the need of the health, social work and social care workforce, makes us very different from other, more traditional academic units. The School:

• Supports a large student population of approximately 11,000
• Offers a diverse range of open modules and qualifications in the field of health and social care that are relevant to practice and the workplace.

• Is the UK’s largest provider of part-time social work training.

• Has a unique pre-registration nursing programme which offers a work-based qualifying route for healthcare support workers across the UK.

• Works in partnership with employers to provide learning programmes that meet their changing needs. Over 50% of its students are currently sponsored by employers, mainly in the NHS, social services and the voluntary sector.

• Has a research community committed to promoting the synergy between research/scholarship and learning and teaching.

• Is strongly committed to the principles and practice of equality, diversity, widening participation and to the pursuit of social justice.

The School develops open and distance learning materials for multi-disciplinary and multi-professional use, qualifying and post-qualifying routes, and vocational training. Modules and study materials cover a wide range of subject areas including social work; nursing; community care; working with children, young people and families; youth justice and law; public health; care management; mental health; dementia care and end-of-life care; communication in health; and mentorship and leadership.

Whilst most of the School’s curriculum is open to all, we currently offer two professional qualifications – a degree in Social Work and a degree in Nursing (adult or mental health) that are available to students who are sponsored and supported by their employers.

Research and scholarship

The School has a strong track record in applied health and social care research. We are funded by the Research Councils (ESRC and AHRC), the National Institute for Health Research and a wide range of trusts, charities and commercial organisations. In REF2014, 69% of our research submitted to UoA22 (Social Work and Social Policy) was judged to be world leading (4*) or internationally excellent (3*). 73% of our research was assessed as 4* or 3* for impact and 75% for research environment.

We continue to develop and invest in research and have a particular interest in:

• the role of innovative methodologies for health and social care research

• the study of normative/non-normative life-course trajectories, and the impact of these on experiences of health, care and wellbeing.

Our research is currently organised into five broad research themes: Ageing and later life; Children, young people, parenting and families; Death, dying and bereavement; Living with disability and long-term conditions; and Reproduction, sexualities and sexual health. Most of our staff work within, or across, these themes. Staff in the School are listed on the editorial boards or hold editorial responsibilities across more than 25 academic journals.

The School is committed to making a difference to health and social care practice and works in partnership with research users in all of our activities. We have a lively postgraduate community on campus and a busy international research events calendar.

The School is continuing to grow its enterprise and knowledge exchange activities through the development of
long-term, strategic external partnerships and maximising the impact of our research through effective communication, supported by our busy events schedule.

Collaborations with the BBC

Over the past few years the School has been involved with a number of high quality popular broadcasts, developed in collaboration with the BBC. These have included Great Ormond Street, a three part series looking at the running of the hospital and the decisions made in the treatment of children; Back to school with the Hairy Bikers following an intergenerational project in a community in Oxford; and The Big C and Me a three part series following a number of people who were diagnosed with cancer and undergoing treatment. School staff were also involved in the award winning film How to die; Simons Choice which tells the dramatic and poignant story following one man’s decision to end his life at a suicide clinic.

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 Roger Davis, Associate Head of School, Nations and Regions on +44(0)131 549 7917 or email: Roger.Davis@open.ac.uk.

If you have any questions regarding the application process please contact Helen Jackman on +44(0)1908 332247 or email: WELS-Recruitment@open.ac.uk.

For information on how to apply for general vacancies please see: http://www.open.ac.uk/about/employment/how-apply-general-vacancies

7. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>Please ensure that your application reaches the University by:</th>
<th>5.00pm on 19 May 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post it to:</td>
<td>WELS Recruitment</td>
</tr>
<tr>
<td>Name/Job title:</td>
<td>Helen Jackman, Staffing Assistant</td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>WELS</td>
</tr>
<tr>
<td>Address:</td>
<td>H113, Horlock Building, Walton Hall</td>
</tr>
<tr>
<td>Post Code:</td>
<td>MK7 6AA</td>
</tr>
<tr>
<td>Or e-mail your application to:</td>
<td><a href="mailto:WELS-Recruitment@open.ac.uk">WELS-Recruitment@open.ac.uk</a></td>
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</table>
8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be</th>
<th>To be advised</th>
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<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
<td>To be advised</td>
</tr>
<tr>
<td>The interviews will take place on:</td>
<td>To be advised</td>
</tr>
<tr>
<td>The selection process for this post will</td>
<td>To be advised</td>
</tr>
</tbody>
</table>

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.