## 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>14300</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job title:</strong></td>
<td>Staff Tutor (Nursing)</td>
</tr>
<tr>
<td><strong>Reports to:</strong></td>
<td>Team Manager</td>
</tr>
<tr>
<td><strong>Salary:</strong></td>
<td>£39,992 to £47,722</td>
</tr>
<tr>
<td><strong>Terms and conditions:</strong></td>
<td>Academic</td>
</tr>
<tr>
<td><strong>Grade</strong></td>
<td>AC3</td>
</tr>
<tr>
<td><strong>Duration of post:</strong></td>
<td>24 Month Fixed Term Contract</td>
</tr>
<tr>
<td><strong>Working hours:</strong></td>
<td>37 hours per week</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Edinburgh Office, The Open University, 10 Drumsheugh Gardens, Edinburgh, Scotland EH3 7QJ</td>
</tr>
<tr>
<td><strong>Closing date:</strong></td>
<td>16 February 2018 at 5.00pm</td>
</tr>
<tr>
<td><strong>Type of application form accepted:</strong></td>
<td>Covering letter of up to 2000 words detailing how you meet the person specification, long application form and CV</td>
</tr>
<tr>
<td><strong>Number of referees required:</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Unit recruitment contact:</strong></td>
<td>Helen Jackman</td>
</tr>
</tbody>
</table>
2. Summary of duties

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). 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/scholarship congruent with 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 and Practice Tutors who provide support to OU students. The post includes responsibility for the operational management of practice learning relating to the School’s portfolio of qualifications including the Pre-Registration Nursing Programme and Certificate in Healthcare Practice in The OU in Scotland. Applicants should therefore, have relevant qualifications and experience that demonstrates their credibility in these roles. The postholder will be part of a team based in the Edinburgh Office of the Open University but will be required to travel across Scotland and occasionally to Milton Keynes and others parts of the UK.

The post holder will be expected to:

- Contribute to the effective management of the Pre-registration Nursing Programme (PRNP) and work strategically with NHS Boards and sponsoring agencies, employers and regulatory bodies to ensure compliance with external and internal regulatory requirements;
- Promote the OU’s Nursing Programme and other professional development opportunities to sponsors, employers and other stakeholders;
- Work collaboratively with colleagues and partner organisations in the recruitment and selection of students for entry to the Pre-registration Nursing Programme and the Certificate Healthcare Practice;
- Provide operational support for the Pre-registration Nursing Programme and associated health and social care modules by line management of Associate Lecturers and Practice Tutors and ensuring the quality assurance of practice learning;
- Contribute to the recruitment, management, support and staff development of Associate Lecturers and Practice Tutors in partnership with Associate Lecturer Services, having regard to the importance of high quality practice learning and tutorial provision;
- Organise appropriate tutorial provision in accordance with Group Tuition processes and undertake quality assurance of correspondence tuition, face-to-face tuition, online tuition and practice assessment;
- Provide induction, probation and Career Development Staff Appraisal (CDSA) for Associate Lecturers and Practice Tutors and support them to deal with routine issues and concerns relating to their teaching and support of students;
- Contribute to the development and presentation of distance learning modules/qualifications and advise the school on the content and teaching strategies of modules/qualifications in the light of feedback from tutors and students;
- Assist module/qualification teams in monitoring, grading and ensuring the quality of feedback on student assignments and practice portfolios assessed by Associate Lecturers and Practice Tutors;
- Develop and implement a personal research/scholarship plan congruent with the school and/or Faculty’s Research and Scholarship Strategy;
- Represent the school, faculty and the OU at strategic local and relevant external committees and groups; working with partners across the Independent and Statutory sector, other Universities and local Government;
- Undertake other duties as required.
### 3. Person specification

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

#### Education, qualifications and training

| Essential: | • A good first degree (upper second or higher) or a Post-Graduate qualification in a subject area of relevance to nursing, health and/or social care;  
|            | • A professional qualification in nursing;  
|            | • Current registration with the Nursing and Midwifery Council (NMC). |
| Desirable: | • An NMC recordable teaching qualification or to achieve this within two years of commencing employment  
|            | • A higher degree and potential to develop a research profile; |

#### Knowledge, work and other relevant experience

| Essential: | • A sound knowledge and understanding of nurse education, including the standards and regulatory requirements for Pre-Registration Nursing Programmes;  
|            | • A knowledge and understanding of current issues in nursing, health and social care in Scotland;  
|            | • Experience of teaching and practice education in accordance with NMC regulations for nurse registration;  
|            | • Experience of working autonomously; to meet deadlines, to prioritise tasks, and solve complex problems in a sensitive and constructive way;  
|            | • Experience of using information technology (IT) for communication and teaching purposes and to access and use data to support module/qualification delivery;  
|            | • Demonstrable ability to support the professional development of Associate Lecturers and Practice Tutors;  
|            | • Good interpersonal and communication skills, including an ability to express ideas clearly both orally and in writing;  
|            | • A sound understanding of the needs of adult learners;  
|            | • An ability to promote HWSC learning provision to individuals and corporate customers and to develop and support local partnerships;  
|            | • Knowledge of and commitment to the OU mission, including equality and diversity issues. |
| Desirable: | • Experience of teaching adult learners, particularly in the context of distance learning;  
|            | • Experience of line managing people;  
|            | • Experience of work-based learning;  
|            | • A record of research and/or scholarly activity related to the nursing, health and/or
Personal abilities and qualities

**Essential:**
- A commitment to continuing personal development and updating in the field of nursing or health and social care;
- A commitment to promoting quality services to students, in particular through the academic management and appropriate staff development of Associate Lecturers and Practice Tutors and evaluation of learning provision;
- Excellent interpersonal, organisational, team working and communication skills, including an ability to express ideas clearly both orally and in writing;
- An ability to work effectively across organisational boundaries and to collaborate with others across the sector;
- An ability to work on your own initiative and as an effective member of a team;
- An ability and willingness to undertake regular travel and to work flexibly including some evenings and weekends.

**Desirable:**
- A commitment to collaborative working across organisational boundaries.

4. Role specific requirements e.g. Shift working

Based in the OU in Scotland office in Edinburgh.

5. About the unit/department

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

The Open University 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 (WELS) is based in Milton Keynes and across the four UK nations. Our Student Support Team is located in Nottingham. However, we also have a local student support team based in the Belfast office. The majority of our 35,500 students are in the UK but the Faculty also has students in the Republic of Ireland, Northern 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 (HWSC) 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 work place
- 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, The Big C and Me a three part series following a number of people who were diagnosed with cancer and undergoing treatment and most recently; a two-series and 10 episodes broadcast of Hospitals that showed the complexity of working in the NHS and the impact on patients and their carers. 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

| Please ensure that your application reaches the University by: | 16 February 2018 at 5:00pm |
| Post it to: | WELS Recruitment |
| Name/Job title: | Helen Jackman, Staffing Assistant |
| Department/Unit: | WELS |
8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be</th>
<th>Mr Roger Davis</th>
</tr>
</thead>
<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
<td>Ms Julie Messenger</td>
</tr>
<tr>
<td></td>
<td>Dr Joyce Cavaye</td>
</tr>
<tr>
<td></td>
<td>Mr Michael Davidson</td>
</tr>
<tr>
<td></td>
<td>Mrs Kate Signorini</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 be:</td>
<td>A formal interview and pre-interview task</td>
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</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.