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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacancy reference</td>
<td>14374</td>
</tr>
<tr>
<td>Job title:</td>
<td>Staff Tutor in Music</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Head of Discipline</td>
</tr>
<tr>
<td>Salary:</td>
<td>£39,992 to £47,722 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>Until 31 August 2019 (maternity cover)</td>
</tr>
<tr>
<td>Working hours:</td>
<td>37 hours per week</td>
</tr>
<tr>
<td>Job Share:</td>
<td>Will be considered</td>
</tr>
<tr>
<td>Location:</td>
<td>Designated Homeworker in England. Frequent travel to Milton Keynes will be required during induction and regular travel to Milton Keynes throughout the contract period. Occasional travel within the South of England to support tutors, as required.</td>
</tr>
<tr>
<td>Closing date:</td>
<td>Noon on Friday 9 March 2018</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Long Version (see section 7 for more details)</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>3</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>The Staffing Assistant, email <a href="mailto:FASS-recruitment@open.ac.uk">FASS-recruitment@open.ac.uk</a></td>
</tr>
</tbody>
</table>
2. Summary of duties

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

- act on behalf of the School of Arts and Cultures in the recruitment and appointment of Associate Lecturers (primarily at Level 1; and Music Levels 2-3 and PG, as required). ALs are responsible for grading and commenting on students’ written assignments and offering support and guidance for students through blended learning provision including day schools, tutorials and 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 Discipline. 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 Discipline’s Student Support Team;
- contribute to scholarship or research in the Music Discipline in areas of strength existing in the Discipline;
- 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 Discipline and academics working centrally on teaching;
- organise timetables for blended tuition, including face-to-face tutorials, 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 music curriculum, particularly A224, Inside music;
- 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.

3. Person specification

Requirements  (E = Essential/ D = Desirable)

Education, qualifications and training

Essential

- A good honours degree with content relevant to the study of music;
- You will hold as a minimum requirement a postgraduate degree (or equivalent) in music, 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 distance and independent learning, and an imaginative approach to tutoring modules for a wide range of adult students of different backgrounds and types;
• an interest in innovative forms of teaching and learning, including the development of teaching skills in an online environment;
• good IT skills, including in the use of music notation software, 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 and the Music Discipline;
• ability to read and notate music and to teach music theory;
• 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;
  • An FE/HE teaching qualification or Fellowship of the Higher Education Academy.

Personal abilities and qualities

Essential:  
  • good written and oral communication skills, with a strength in academic communication;
  • good interpersonal skills, including ability to work flexibly, independently and as part of a team;
  • ability to travel within the United Kingdom and Ireland to work with Associate Lecturers for recruitment, induction or staff development purposes or other activities as appropriate;
  • Ability to balance a portfolio of diverse work commitments, setting priorities appropriately.

Desirable:  
  • Involvement and interest in use of social media.

4. Role specific requirements e.g. Shift working

Since face-to-face and online tutorials and staff development events are held in the evening 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 where face-to-face day schools or staff development sessions are taking place. The University’s travel and subsistence scheme will apply.

5. 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 courses 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 organised into four Schools:
• School of Arts and Cultures
• School of Psychology
• School of Politics, Philosophy, Economics, Development, Geography
• School of History, Religious Studies, Sociology, Social Policy & Criminology

Students are supported by Student Support Teams linked to Schools. 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 Music Department

Academics in the Music Department are all active both in teaching and research. Our degree modules are recognised as among the best in the country, offering in-depth and up-to-date study of a wealth of musical styles, historical periods and themes. The Department was rated as 'excellent' in the 2014 Research Excellence Framework (REF). 94% of our submissions were rated 3* ('internationally excellent') or 4* ('world-leading'). The impact of our research and our research environment scored 100% 3* and 4*.

For undergraduate study, the Department provides a suite of complementary courses dealing with the repertory of Western art music during the last 500 years and with a variety of other musical traditions from around the world. Most recently, the Department has developed a collaborative credit module entitled 'The Practice of Music Making' with Trinity Laban Conservatoire of Music and Dance. Music also features in the Arts Faculty's interdisciplinary courses at Level 1, and we have active links in both teaching and research with other Faculties including STEM and FELS. We offer a part-time Music MA programme as well as research degrees, and in autumn 2018 we will be launching an Honours BA in Music.

Music research at the OU is developed through high-profile individual and collaborative projects focusing on a wide range of approaches to music, with a distinctive emphasis on innovation and interdisciplinary research. Research in music is centered on a range of musicological themes and topics with particular strengths in historical musicology. Specialisms in the department cover musical analysis, editing, performance practice, film music, music iconography, ethnomusicology, acoustical research, cultural theory and organology.

For more information, please see our website at:

www.open.ac.uk/Arts/music/index.html
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 Dr Hannah Lavery (Hannah.Lavery@open.ac.uk) with questions relating to Staff Tutor duties or Dr Byron Dueck (Byron.Dueck@open.ac.uk) with questions relating to work within the Music Discipline.

If you have any questions regarding the application process please contact The Staffing Assistant, email FASS-Recruitment@open.ac.uk.

7. The application process and where to send completed applications

Please ensure that your application reaches the University by: Noon on Friday 9 March 2018

**Applications received after the closing date will not be accepted.**

Your Application should include

- A completed application form (long version).
- 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).

Post it to: The Staffing Assistant

Department/Unit: Faculty of Arts & Social Sciences

Address: Room 140, Briggs Building, The Open University, Walton Hall, Milton Keynes

Post Code: MK7 6AA

Or e-mail your application to: FASS-Recruitment@open.ac.uk

8. Selection process and date of interview

The interview panel will be chaired by: Dr James Robson

The other members of the interview panel will be: Further panel members will be advised to candidates successful to interview.

The interviews will take place on: Date to be confirmed but we hope will take place during week commencing 9 April 2018.

The selection process for this post will include: In addition to an interview, the selection process will include a short presentation to the interview panel, and a pre-interview desk task.
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.