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>16098</th>
</tr>
</thead>
</table>
| Job title:        | Staff Tutor (Geography)  
                   | Faculty of Arts and Social Sciences: School of Social Sciences & Global Studies: Geography |
| Reports to:       | Head of Discipline/Student Support Team Director |
| Salary:           | £40,792 – £48,677 per annum according to qualifications and experience |
| Terms and conditions: | Academic Staff |
| Grade:            | AC3 |
| Duration of post: | Temporary: Fixed Term to 30\textsuperscript{th} April 2021 |
| Working hours:    | 37 hours per week |
| Start Date:       | As soon as possible |
| Location:         | You will be a Designated Homeworker in England. These posts are to support students and Associate Lecturers in England. Regular travel to Milton Keynes, and other locations in England, will be required throughout the contract period. |
| Closing date:     | Noon on 10\textsuperscript{th} June 2019 |
| Type of application form accepted: | Standard Application Form |
| Number of referees required: | 3 |

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

- act on behalf of the relevant Discipline 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;
- 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 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 relevant School’s Student Support Team in supporting students;
- 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 to research in the relevant Discipline in areas of strength existing or to scholarship of theory and practice in learning and teaching in the field;
- contribute as an academic to the development and presentation of the Discipline’s curriculum in formal and informal learning opportunities and by contributing to module team work; this can include both work on modules already in presentation, but also, as part of a team, to the production of new modules;
- 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 the Discipline or a cognate area which is clearly and specifically related to the Discipline for the Staff Tutor post you are applying for,
- You will 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 Discipline and 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 Discipline’s curriculum, and/or of scholarship of teaching;
• A FE/HE teaching qualification or Fellowship of the Higher Education Academy.

### Personal abilities and qualities

**Essential:**
• excellent written and oral communication skills, with a strength in academic communication;
• excellent interpersonal skills, including ability to manage staff, giving and receiving advice and dealing with sensitive issues in a constructive manner
• willingness 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.

From 1 August 2019, the Faculty will be organised into three Schools:

- School of Arts and Humanities
- School of Social Sciences and Global Studies
School of Psychology & Counselling

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 academics based in all four nations of the UK, 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 Social Sciences & Global Studies

From August 1st the new School of Social Sciences and Global Studies (SSGS) will consist of approximately 130 academics, including Staff Tutors, and research staff, and will organised into eight disciplines: Politics, Philosophy, Religious Studies, Economics, Development, Geography, Social Policy and Criminology, and Sociology. In addition to offering single and joint honours qualifications, the School is noted for its interdisciplinary teaching in social sciences at level 1, notably DD102 ‘Introducing the Social Sciences’ and DD103 ‘Investigating the Social world’. Staff in Philosophy and Religious Studies also contribute to first year modules in the School of Arts and Humanities. SSGS is a research rich School with a range of vibrant research clusters and collaborations, as well being home to two of the Universities Strategic Research Areas: in International Development and Inclusive Innovation, and Citizenship and Governance (http://fass.open.ac.uk/research/strategic-research-areas-sras). The School’s Disciplines have contributed to highly successful Units of Assessment in REF 2014, and the School actively supports staff’s research and scholarship. To find out more visit the requisite discipline pages, which will be found on the following web pages: http://fass.open.ac.uk/schools/school-history-religious-studies-sociology-social-policy-and-criminology and http://fass.open.ac.uk/schools/school-politics-philosophy-economics-development-geography

Geography

The Geography Department at The Open University has a record of producing innovative research and teaching in both human and environmental geography. Our excellence in research has been recognised in the Research Excellence Framework (2014) rating exercise where over 75% of our outputs and 100% of our impact were ranked as world leading or internationally recognised. Our courses cover topics such as sustainability, environmental policy, cities and globalisation.

In teaching we aim to generate materials which address pressing current issues and also convey significant approaches to the field. We pride ourselves on producing courses that are cutting edge, yet also accessible to those with no previous knowledge of geography, consistent with our commitment to The Open University’s teaching mission. For example, two of our courses focus on important areas of international political and policy debate, and which have also been central to geography: environment; and cities. A third course, Living in a Globalised World, provides a broad introduction to geographical approaches to a range of contemporary issues, from sweatshops and climate change to humanitarian responses in conflict situations and bio-prospecting.

To learn more about teaching in Geography at the OU, look at our Geography modules and qualifications. To know more about the topics covered by Geography, or to get a taster of geographical study, you can also access a number of short videos, audios, courses and written articles in OpenLearn’s ‘Geography Matters Collection’.

Research in the Department of Geography is conducted through the OpenSpace Research Centre. The OpenSpace Research Centre promotes research on geographical and environmental concerns. Our research
aims to be conceptually and empirically innovative and designed to engage with diverse publics. The Centre encourages a vibrant research environment, drawing on research expertise both within and beyond The Open University and academia.

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 Shonil Bhagwat by email at shonil.bhagwat@open.ac.uk or Dr Martin Higginson at martin.higginson@open.ac.uk

If you have any questions regarding the application process, please email: Resourcing-Hub@open.ac.uk

6. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>Please ensure that your application reaches the University by:</th>
<th>Noon on 10th June 2019</th>
</tr>
</thead>
</table>
| Your Application should include                               | • A completed short application 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).  
| E-mail your application to:                                  | Resourcing-Hub@open.ac.uk. Please ensure you quote the vacancy reference 16098 in the subject heading of your email. |

7. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>The Head of School or delegate</th>
</tr>
</thead>
<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
<td>Further panel members will be advised to candidates successful for interview.</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 include</td>
<td>Further details of the interview and selection process will be advised to candidates successful for interview.</td>
</tr>
</tbody>
</table>

Applications received after the closing date will not be accepted.