Job Description – Staff Tutor (Open and Access), Ref - 16384

Reports to: LTIA Associate Director (Curriculum and Access)
Location: Regular attendance and visibility at SRSC locations in England (Milton Keynes, Manchester, Nottingham), plus ad hoc travel to Scotland, Wales and Ireland, is required. Grade AC3 £40,792 - £48,677 per annum according to qualifications and experience
Permanent, Full Time

About the role

Staff Tutors are members of academic staff 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 strategic priorities. Staff Tutors represent the Open University on national and local strategic groups, provide academic leadership and line manage Associate Lecturers (ALS) who provide support to OU students.

The visibility across all locations is therefore very important as is supporting and developing the unique skills of our ALS both directly teaching on our materials but also teaching on modules which are part of our qualifications and working in partnership with employers and other agencies as appropriate to support recruitment and selection to these programmes where needed. Applicants should therefore, have relevant qualifications and experience that demonstrates their credibility in these roles. The postholder will be part of an Open University team based in Milton Keynes but will be required to travel to other parts of the UK.

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

**AL recruitment and line management**

- Lead on the recruitment, appointment and management of Associate Lecturers (ALS) for modules within the relevant area of curriculum, having regard to the importance of high quality and innovative learning and tutorial provision;
- 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 relevant Programme Team/s working centrally on teaching;
- Provide academic leadership and the interface between ALS (Associate Lecturer Services), SSTs, SRSCs and the appropriate Programmes. This includes liaising with ALS about its work with ALS when necessary, as well as with other academic services staff in the SST on proactive student support and the progress of individual students as appropriate;
- Organise and undertake quality assurance of appropriate tutorial provision for blended tuition, including face-to-face events, telephone and on-line tutorials, forums, and aspects of collaborative and team working as required;
- Provide induction, probation and Career Development Staff Appraisal (CDSA) for Associate Lecturers and support them to deal with routine issues and concerns relating to their teaching and support of students.
AL staff development

- Organise and implement an appropriate staff development programme relating to the support of the relevant Programmes, 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 guidance about the role and expectations of multi/interdisciplinary AL roles and disseminating information as appropriate e.g. via forums, newsletters;
- Lead the network of Open Programme Student Support Champions, including the Chairing of quarterly online Skype meetings and maintaining regular contact with those colleagues.

Scholarship, research and external liaison

- Contribute to scholarship or research in the appropriate Programmes in relation to Widening Access and Success, interdisciplinary teaching and learning and approaches to innovative pedagogy and curriculum;
- Develop and implement a personal research/scholarship plan congruent with the appropriate Programmes and/or Faculties’ Research and Scholarship Strategy;
- Work strategically with sponsoring agencies, employers and other stakeholders across the four nations of the OU;
- Represent the appropriate Programmes on internal committees and groups and at relevant external committees and groups; working with partners across the higher education sector and providing specific academic leadership as appropriate e.g. employability.

Curriculum delivery and development

- Contribute to the development and presentation of distance learning modules/qualifications and advise 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; serving on Award Boards and undertaking other roles as appropriate e.g. Academic Conduct Officer;
- Contribute as an academic to the development and presentation of curriculum owned by the appropriate Board of Studies in formal and informal learning opportunities and by contributing to module team work, as appropriate.

Wider student support

- 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 including Model for Integrated Learning and Learner Support (MILLS) and proactive support;
- Be actively involved in considering and responding to the needs of students studying across multiple disciplines
- Be actively involved in developing and implementing diversity and widening participation initiatives, both for students and ALs.
Skills and experience

Essential:
- A good first degree (upper second or higher) and a Postgraduate qualification in teaching
- Ability to work autonomously to meet deadlines, with an ability to balance a portfolio of diverse work commitments, setting priorities appropriately across operational and strategic tasks, and solve complex problems in a sensitive and constructive way
- Use and engage in innovative forms of teaching and learning and advanced software when needed, for electronic media for communication and teaching purposes and for the development of teaching skills in an online environment, including to access and use data to support module/qualification delivery
- Recruit and select, manage, motivate and provide staff development for Associate Lecturers
- Have excellent interpersonal and communication skills with a strength in academic communication, including an ability to express ideas clearly both orally and in writing
- Understand the needs of adult, distance and independent learners and issues of student access, retention, diversity and success in the context of higher education, and have an imaginative approach to tutoring modules for a wide range of students
- Lead effectively, with the ability to communicate vision, strategy and to develop others
- A commitment to continuing personal development in higher education
- A commitment to promoting quality services to students, in particular through the academic management and appropriate staff development of Associate Lecturers and evaluation of learning provision
- Excellent interpersonal skills, including ability to work proactively on your own initiative as well as flexibly, collaboratively and effectively as part of a team
- A commitment and ability to work effectively across organisational boundaries and to collaborate with others across the sector
- Ability and willingness to travel, possibly evenings and weekends, to undertake work relevant to the Programmes as required in Milton Keynes and other UK locations

Desirable:
- A higher degree and potential to develop a research profile
- Senior Fellowship of the Higher Education Academy / Advance HE
- Experience of promoting Programmes to external audiences, and developing and supporting appropriate partnerships
- Understanding of the particular issues and needs relating to learners studying across multiple disciplines
- Have complementary research and scholarship interests that fit with the relevant Programmes and/or in relation to interdisciplinary teaching and learning, student support, widening access and/or innovative pedagogy
- Involvement and interest in the use of social media for teaching and learning