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>15925</th>
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</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Staff Tutor, English Language and Applied Linguistics</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Associate Head of School, Student Experience. Languages &amp; Applied Linguistics</td>
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<tr>
<td>Salary:</td>
<td>£33,199 – £39,609</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic</td>
</tr>
<tr>
<td>Grade</td>
<td>AC2</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Permanent</td>
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<tr>
<td>Working hours:</td>
<td>Full Time</td>
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<tr>
<td>Location:</td>
<td>The Open University, UK. Working from home on behalf of the Open University with some work in Milton Keynes, Nottingham and other Open University venues. There is an option to be based in Milton Keynes or Nottingham.</td>
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<tr>
<td>Closing date:</td>
<td>Midday 14th June 2019</td>
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<tr>
<td>Type of application form accepted:</td>
<td>Covering Letter, Application Form, CV</td>
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<tr>
<td>Number of referees required:</td>
<td>Three</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:resourcing-hub@open.ac.uk">resourcing-hub@open.ac.uk</a></td>
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</tbody>
</table>
2. Summary of duties

The post is part of the Staff Tutor Group in the School of Languages and Applied Linguistics, in the Faculty of Wellbeing, Education and Language Studies. The postholder also works closely though by remote working with Student Services staff in the Nottingham office.

**Overall job purpose**

To be responsible for the management and delivery of part of the curriculum of the School of Languages and Applied Linguistics (LAL). This includes managing the part-time staff (Associate Lecturers) who deliver modules for English language and Applied Linguistics to ensure the quality of delivery of these modules. The curriculum of the School comprises modules in Chinese, English language and Applied Linguistics, English for Academic Purposes, French, German, Italian and Spanish at undergraduate and postgraduate level. Primary responsibility will be for modules and qualifications in English Language and Applied Linguistics, with flexibility to work with EAP and Foreign Languages.

To contribute actively to the School’s programme of research and scholarship and to the academic development and organisation of the School of Languages and Applied Linguistics and The Open University.

**Main duties**

1. Managing the recruitment, induction, probation, supervision and staff development of Associate Lecturers.
2. Organising tutorial provision, including establishing and monitoring tutorial provision and liaising with other units within the University which contribute to supporting students for the Faculty.
3. Assuring the quality of the work of Associate Lecturers in collaboration with academic colleagues based on the Milton Keynes campus.
4. Providing advice to staff offering front line support to enquirers, students and other customers.
5. Providing guidance and support to Associate Lecturers.
6. Reporting on the presentation of modules and on the performance of Associate Lecturers and students as well as advising module teams on that basis.
7. Representing the School externally and undertaking outreach activities on relevant aspects of the School’s teaching programmes.
8. Representing the interests of the School and its students, as appropriate.
9. Working with Staff Tutors within the School, in other Academic Units, in England and the Celtic nations to develop and enhance the quality of the School’s teaching programmes.
10. Undertaking work in the development and/or maintenance of distance teaching materials as part of relevant module teams.
11. Undertaking scholarship/research within the broad areas of the School’s research and scholarship objectives.

These duties require travel to the University’s central campus in Milton Keynes. Other travel may be required from time to time, including to the Faculty’s Student Support and Recruitment Centre in Nottingham and for tutorial quality monitoring purposes. Work away from home on some weekends and evenings is required.
## 3. Person specification

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

#### Education, qualifications and training

**Essential**

1. Masters’ degree or equivalent in a relevant subject area.
2. Degree level or equivalent experience in English Language and Applied Linguistics.
3. Professional and/or academic experience appropriate for the management and development of the Open University Associate Lecturers who deliver modules located in the School of Languages and Applied Linguistics, specifically English Language and Applied Linguistics.

#### Knowledge, work and other relevant experience

**Essential:**

4. Good knowledge of the nature of the English Language and Applied Linguistics curriculum area in the UK and familiarity with professional associations, networks and professional development activities.
5. Successful experience in the planning and administration of staff and/or non-staff resources.
6. Proven organisational skills, including the ability to exercise judgement, to prioritise, to work in pressurised situations and within a budgetary framework.
7. Ability to build good relationships with a range of stakeholders.
8. High level of communication skills to suit a variety of occasions.
9. Successful experience in working individually and in teams in a collegial and supportive manner.
10. Successful experience in working to deadlines, sometimes under pressure.
11. Capacity to realise the potential of information and communications technology for teaching and learning, and the demonstration of some competence.
12. Capacity or potential to undertake scholarship/research.

**Desirable:**

13. A doctorate in a relevant subject area.
14. Knowledge of the teaching of English for Academic purposes, TESOL or reasonable level of competence in another language (minimum level B1 according to the Common European Framework of Reference for Languages).
15. Some competence in a second/third language.
16. Experience of teaching adults from a range of backgrounds.

#### Personal abilities and qualities

**Essential:**

17. A commitment to equal opportunities policies and practices.
18. Ability to travel.

**Desirable:**

19. Experience of organising staff development at higher education level.
20. Experience of online and telephone tuition.
21. Successful experience of undertaking research.
4. Role specific requirements e.g. Shift working

n/a

5. About the unit/department

Faculty of Wellbeing, Education and Language Studies

The Faculty works across a range of disciplines including education, childhood and youth, health and social care, youth work, social work, languages and applied linguistics, nursing, and sport and fitness; organised as three schools. We work proactively, taking an innovative approach to teaching and learning; develop collaborative and effective partnerships with employers and other institutions; and engage in cutting edge, action oriented and internationally recognised research.

The Faculty is based in Milton Keynes and in some regional and national offices. The Faculty’s Student Support and Recruitment Centre, which is located in Nottingham, answers student queries and carries out administration. 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.

The three schools in the Faculty are:

- School of Education, Childhood, Youth and Sport;
- School of Health, Wellbeing and Social Care;
- School of Languages and Applied Linguistics.

Further information about the Faculty can be found at [http://wels.open.ac.uk/](http://wels.open.ac.uk/)

The School of Languages and Applied Linguistics

The School of Languages and Applied Linguistics has over 25 years of experience in providing open, distance and online teaching of modern languages and English language studies. Since its inception as a subject area at the Open University, it has taught a total of over 225,000 learners.

The School vision is to be an internationally recognised leader in key areas of teaching and researching language, communication and cultures in a complex and connected world.

TEACHING

We provide outstanding teaching founded on world-class research in Applied Linguistics, English Language and Modern Languages. Subjects include intercultural communication, Chinese, French, German, Italian and Spanish, English for academic and business purposes and English language studies. We also offer an introductory course in Welsh language and culture.

Our curriculum ranges from access modules to research degrees, including an MA in Translation and an MA in Applied Linguistics. Our undergraduate modules contribute to BA (Hons) degrees in Language Studies, Arts and
Humanities, English Language and Literature and the BA (Hons) Open degree – and to their related Diplomas and Certificates in Higher Education. Our students also undertake MRes (Masters in Research Methods), PhDs and EdDs (Doctorate in Education).

We are also committed to supporting informal learning, be it through the development of MOOCs, Open Educational Resources, or non-accredited courses.

Our evidence-based, cutting-edge pedagogy is supported by the informed use of technology, and our expertise in distance education enhances intercultural understanding and the ability to communicate in diverse ways and through diverse means. We foster students’ understanding of the power of language to express cultural, political and social meanings and to express people’s identities in a multilingual and multicultural interconnected world.

Our school includes over 8,500 students on our modules, more than 370 Associate Lecturers (part-time staff), 58 members of academic staff, 16 academic related staff and 39 doctoral students (some studying full time on campus, others part time at a distance). A great diversity of linguistic, social and cultural backgrounds makes the School a truly vibrant multilingual and multicultural environment in which to work and study.

RESEARCH

Our research is undertaken as part of the Centre for Research in Education and Educational Technology (CREET) and covers a range of research areas, including:

- Academic and professional literacies
- Discourses of poverty
- Critical approaches to social media communication
- English in international higher education
- Children’s literature
- English in a global context
- Intercultural communication
- Language and creativity
- Language teaching and technology
- Literacy reading and interpretation
- Multimodal meaning making
- Open Educational Resources.

Our research is currently organised through two research groups: Open Languages, and English and Applied Linguistics and will be entered under the Education (23) or English language and literature (27) units of assessment for Research Excellence Framework 2021. We use a wide range of theoretical and methodological approaches from applied linguistics and foreign and second language acquisition, producing innovative and rigorous research that contributes to a variety of applied settings. Recent research has been funded by the Economic and Social Research Council (ESRC), the Arts and Humanities Research Council (AHRC), the Higher Education Academy (HEA) as well as charitable bodies such as the Carnegie UK Trust and the Rix-Thompson-Rothenberg Foundation.

For more information about publications by members of the School, please visit Open Research Online [http://oro.open.ac.uk/](http://oro.open.ac.uk/) and browse by Academic Unit/Department.
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 Elodie Vialleton – Interim Head of School by email Elodie.Vialleton@open.ac.uk or Annette Duensing, Acting Associate Head of School by email: annette.duensing@open.ac.uk

If you have any queries about the application process, please contact resourcing-hub@open.ac.uk

7. The application process and where to send completed applications

| How to Apply: | Complete the application form  
The application form has been designed to give the information needed at this initial stage.  
Covering letter  
Write a covering letter indicating why you are interested in this post and how you believe your knowledge experience and skills meet the Person Specification.  
Please use the essential and desirable items listed in the person specification as subtitles within your letter. In writing your letter, examine carefully the description of the role and analyse how your skills, knowledge and experience match with the requirements set out in the person specification.  
Please pick out specific examples from your experience which clearly demonstrate that you have the particular knowledge and capabilities required in the person specification.  
Curriculum Vitae (CV)  
Please enclose an up to date CV with your application for employment.  
Decisions about short listing will be based solely on the information you provide on your application form and covering letter. |
|---|---|
| e-mail your application to: | Your completed application should be returned to Resourcing-Hub@open.ac.uk (please quote Ref No.15925)  
12 noon 14th June 2019  
Applications received after the closing date will not be accepted. |
| Please ensure that your application reaches the University by: | |

8. Selection process and date of interview

| The interviews will take place on: | Interviews are planned to take place in Milton Keynes.  
The interview panel will be chaired by Elodie Vialleton, Interim Head of School. |
Please note: If you have not heard from us within two weeks of the application closing date, please assume that on this occasion you have not been selected for interview, however we thank you for your interest in The Open University and encourage you to apply for future positions. Further details on the selection process will also be sent to shortlisted candidates.