Job Description – Staff Tutor (Nursing), Ref - 16345

Reports to: Team Manager, Northern Ireland
Location: Belfast
Grade AC3 £40,792 - £48,677
Permanent post
Full Time

About the role

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. 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 Belfast Office of the Open University but will be required to travel across Northern Ireland and into the South as well as occasionally to Milton Keynes and other parts of the UK.

Key responsibilities

The post holder will be expected to:

- Contribute to the effective management of the Pre-registration Nursing Programme (PRNP) and their equivalents and work strategically with Health Boards and sponsoring agencies, employers and regulatory bodies to ensure compliance with external and internal regulatory requirements;
- Promote the OU’s Nursing Programme(s) 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;
- 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;
• In line with the Four Nations strategy of the University, to work with colleagues in Northern Ireland and in the wider Faculty to ensure awareness of the policy and legislative context in Northern Ireland and in the south, as appropriate
• 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, national and relevant external committees and groups; working with partners across the Independent and Statutory sector, other Universities and Government;
• Undertake other duties as required.
• 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;

Skills and experience

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 and current registration with the Nursing and Midwifery Council (NMC);
• An NMC recordable teaching qualification.
• A sound knowledge and understanding of nurse education, including the standards and regulatory requirements for Pre-Registration Nursing Programme(s);
• A knowledge and understanding of current issues in nursing, health and social care in Northern Ireland and United Kingdom as appropriate;
• 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;
• Excellent 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.
• Experience of teaching adult learners, particularly in the context of distance learning;
• Experience of line managing people;
• Experience of effective leadership, with the ability to communicate vision, strategy and to develop others.
• 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 higher degree and potential to develop a research profile.
• Experience of work-based learning;
• A record of research and/or scholarly activity related to the nursing, health and/or social care.
• A commitment to collaborative working across organisational boundaries.