Job Description – Primary Curriculum Tutor, PGCE in Wales

Fixed Term Contract – 3 years
AC3 - £40,792 - £48,677 – Ref:
Part time of 0.6 - 0.8FTE will be considered. Applications for Secondment will also be considered.
Location: Cardiff
Reports to: PGCE Director

About the Role

The Open University in Wales is seeking a Primary Curriculum Tutor to support students studying for the brand new alternative routes PGCE programmes in Wales, offering a part-time and a salaried route into teaching. The programmes are designed to utilise distant and blended learning teaching methods to support students’ module study, combined with practical periods supported in school. This role focuses on the online study support provided to students within their curriculum area and so home-working is a possibility for the right candidate.

You should have demonstrable experience of being a high-quality practitioner, considered an expert in providing support for Primary phase pedagogy. You should demonstrate your aptitude for supporting student teachers to interrogate the principles of teaching and learning within the context both of their phase and within education in Wales. Main duties include teaching online seminars, as well as managing the online virtual learning environment, including the forums. As such, you should have a sound understanding of the needs of adult learners, particularly in the context of using distance learning methodology. Your own teaching and learning approaches should be underpinned both by your practice experience within a school education setting, but also a sound research base, and you will be actively engaged in scholarly and close-to-practice research. You will have oversight of individual students’ progress, through frequent online dialogue with students. You will also assess students’ written assessment tasks and module portfolios. As the main Primary lead for the PGCE programme, you will liaise with external stakeholders and support other professionals within the partnership (such as school mentors and practice tutors) through delivering a range of online professional development opportunities.

Key aims:

- To design and deliver the Primary phase-specific online seminars for the OU PGCE in Wales and to complete the marking of students’ work.
- To contribute to the academic development and organisation of the School of Education, Childhood, Youth and Sport, the Faculty of Wellbeing, Education and language Studies, The Open University in Wales and the Open University.
• To contribute substantially and actively to the School and Faculty’s programme of research and scholarship.

Key Responsibilities

• Design and deliver the subject-specific live online seminars and complete the assessment for all students in their tutor group.
• To work closely with colleagues in the Academic Production Team based in Milton Keynes and the delivery partners of Regional Consortia and Schools in Wales to ensure the coherence of the programme of delivery.
• To mark students’ portfolios at the end of each level of study (3 levels) including reports on their School Practice.
• To feedback to students on their academic work constructively and effectively.
• To teach groups of students directly and interactively via Adobe Connect conferencing tool and communicate asynchronously via online Forums.
• Be the responsible academic lead for their subject in the PGCE programme and be accountable for subject QA from ESTYN.
• Be involved in Examination Boards and Quality Assurance via Partnership Committee as required.
• Carry out educational research in Wales – either by continuing current research interests towards potential REF submission or by registering on an EdD programme.
• Be involved in the management and training of Practice Tutors in the subject across Wales.
• Contribute more broadly to the activities of the Programme, the OU in Wales and the School of Education, Childhood, Youth and Sport as required.

Skills and Experience

Education, Qualification and Training: Essential

1. An honours degree.
2. A higher level post-graduate qualification to at least Masters level in a professional area related to ITE or a PhD in a professional area related to ITE. Applicants at Masters level will need to demonstrate the commitment to enrol on a taught Doctorate in Education at the Open University.
3. Qualified Teacher Status
4. Experience of teaching in Primary Schools.

Knowledge, work and other relevant experience: Essential

5. Excellent command of spoken and written English, with the capacity to teach online, communicate clearly and influentially with students and stakeholders.
6. Knowledge and experience necessary to contribute to the development and delivery of teaching materials in ITE-related curriculum.
7. Knowledge of the field of ITE and understanding of the approaches to ITE within Wales.
8. Ability to work effectively and flexibly in a team and collaboratively in a team with others.
9. Proven ability to plan and organise workload to agreed deadlines, within resource constraints, and sometimes under pressure.

10. Demonstrable evidence of having used ICT for a variety of purposes including learning and teaching, and evidence of understanding of the potential of new and emerging technologies to enhance learning.

11. Ability to engage in research and scholarship through activities such as publications and/or widely recognised and disseminated contributions to learning and teaching.

12. Knowledge of the new Curriculum 2022 for Wales and awareness of changes to teaching in Wales.

Knowledge, Work and other Relevant Experience: Desirable

1. The ability to communicate effectively and to teach through the medium of Welsh to a high standard (highly desirable).

2. Experience of HE teaching and module design that engages and retains students or the proven potential to effectively contribute to this process.

3. Higher education teaching experience including creating and marking assessments.

4. Expertise in bilingualism, cultural and ethnic diversity.

5. Qualification for teaching in a Higher Education context.

6. Record of publications in a relevant areas.

Personal Abilities and Qualities: Essential

7. Ability and willingness to travel for work purposes, to live within reasonable commuting distance of the Open University in Cardiff and to be working in Wales for more than 50% of contracted time.

8. Commitment to equal opportunities policies and practices.

Please note successful applicant will be required to undertake a DBS check prior to employment commencing.