

## **Languages: Residential Schools Tutor – role description**

Residential schools tutors provide academic guidance, stimulation, and support to students within the framework of the module material and academic programme. Tutors are responsible, as part of the residential school team, to the School/Module Director.

### **Duties and responsibilities**

#### Before the school

- gain an understanding of the academic programme and aims of the school by making yourself familiar with materials supplied by the module team; under direction from the School/Module Director, prepare elective tutorials or workshops on topics likely to be of interest to students at the residential school;

#### During the school

The role requirements vary according to the needs of the school, but are likely to include:

- encouraging students' active involvement and participation by helping to create a learning environment in which all feel able to contribute
- conducting and facilitating activities and exercises as specified in the Residential School materials.
- helping students improve their understanding of module materials
- supervising and guiding students as they undertake field trips, or other visits if appropriate
- being resident on the site and available between specified hours to respond to students' enquiries
- being sensitive to students' needs, especially those of students with additional requirements
- attending tutor briefings and other meetings as requested by the School/Module Director
- giving moral and practical support to fellow tutors in the conduct and running of academic activities and exercises
- giving the module director or module team constructive comments on the nature and scope of the residential school activities

- discussing your own performance with the School/Module Director in the light of any comments from students
- being aware of health and safety regulations governing use of facilities, equipment and materials, and assisting the module director in ensuring that conditions and methods of work are safe and that potential hazards are reported promptly
- assisting the School/Module Director and academic assistant in ensuring the security of teaching areas and equipment
- be aware of and acting in accordance with the University's policies on dignity and respect, bullying and harassment and equal opportunities

### **Person specification**

Residential schools tutors are expected to have a degree, higher degree, or a professional or vocational qualification in a subject area relevant to the module to which they are appointed. They are also expected to be fluent in the language of the school and experienced in teaching that language. In addition to the role requirements described above, there are the following personal requirements:

- teaching experience, preferably of adults, in appropriate subject areas
- ability to work with students from diverse educational, cultural and work backgrounds
- an understanding of and commitment to equal opportunity policy and practices
- ability to promote adults' learning through face-to-face tuition
- commitment to student-centred learning
- an organised and systematic approach to work
- ability to work successfully both independently and in a team
- good oral communication skills
- respect for others' feelings while working in close proximity in a residential environment
- willingness to teach Open University module materials as specified by the module team

## **Languages: Online Schools Tutor (Alternative Learning Experience) – role description**

Your main duty as a tutor for an online school is to provide academic guidance, stimulation, and support to Open University students within the framework provided by the module material and the academic programme. Tutors are responsible to the online Module Director.

### **Duties and responsibilities**

#### Before the school

- gain an understanding of the academic programme and aims of the school by making yourself familiar with materials supplied by the module team; and in close liaison with the online school director

#### During the school

- encourage students' active involvement and participation by helping to create a learning environment in which they all feel able to contribute;
- conduct and facilitate activities and exercises as specified in the ALE teaching materials;
- help students to improve their understanding of module materials;
- be sensitive to students' needs, especially those students who need additional support;
- give moral and practical support to fellow tutors in the conduct and running of academic activities and exercises;
- give the online school director or module team constructive comments on the nature and scope of the online school activities;
- discuss your performance with the online school director in the light of any comments from students;
- be aware of and act in accordance with the University's equal opportunity policy and its code of practice on bullying and harassment;
- be available to respond to students' enquiries promptly;
- attend tutor briefings and other online meetings as requested by the online school director;
- be aware of health and safety regulations governing use of equipment and materials. Assist the residential school director in ensuring that conditions and methods of work are safe and that potential hazards are reported promptly.

### **Hours of work**

Online tutors are required to be available online on the days when sessions are running and other periods as requested by the Module Director. The period of the online school varies between modules and full details are available from the module team.

### **Academic and personal requirements**

Online tutors are normally expected to have a degree, higher degree, or a professional or vocational qualification, in an appropriate subject area. They are also

expected to be fluent in the language of the school and experienced in teaching that language. In addition, the duties and responsibilities we've described give rise to the following general requirements:

- experience of teaching languages online to adults;
- an understanding of how adults learn, and an ability to work with students from diverse educational, cultural and work backgrounds;
- an understanding of (and commitment) to equal opportunity policy and practices;
- ability to promote adults' learning through online tuition, as appropriate;
- commitment to student-centred learning;
- an organised and systematic approach to work;
- ability to work successfully both independently and in a team;
- good group facilitation skills;
- respect for others' feelings while working in close proximity in an online environment, as appropriate;
- willingness to teach Open University module material as specified by the module team;