Presentation pattern: XK832 February to September - XK833 October to June

Please note that all applicants will be required to tutor on both modules XK832 and XK833.

Module description

Postgraduate placement tutors have a particular responsibility for practice issues, for facilitating practice learning meetings in a student's placement and for monitoring their practice learning of their student group. Duties entail a mix of individual student support and two meetings with the practice learning team where the student is on placement, as well as contact with sponsoring employers where appropriate.

Person specification for postgraduate placement tutor

The person specification for this module should be read in conjunction with the generic person specification for an associate lecturer at The Open University.

As well as meeting all the requirements set out in the generic person specification, you should have:

- A professional social work qualification and practice experience (preferably recent)
- Experience of delivering social work education as a practice teacher or practice assessor or as a lecturer
- Familiarity with current practice regarding delivery of personal social services and social work
- A sound understanding of the professional standards for social work education for the nation in which you will be employed.
- Familiarity with literature, policies and research in social work
- An understanding of the needs of adult learners and an understanding of how adults learn
- Demonstrate an ability to negotiate, liaise and problem-solve with a range of agency contacts
- Experience in using IT
- Be willing to travel to meetings; sometimes quite long distances.

Job description for Postgraduate Placement Tutor (XK832/XK833)

- Monitoring the progress of students.
- Being available by arrangement by phone, email and through visits to support students undertaking placements and assist them with any issues which might affect their successful completion.
- Coordinating and attending two face-to-face meetings with each student and their practice assessors/educators, in order to contribute to the establishment of the practice learning agreement and the mid-point review. Reviewing students' end of placement documentation, to ensure that appropriate priorities have been identified for the next placement or first qualified role.
- Evaluating need for additional support and visits and liaising with Regional Staff Tutors and colleagues on the module team where appropriate. For example, taking action as necessary (in association with other relevant staff) if a student is at risk of failing
- Providing specialist programme support, including advice on practice issues for their allocated students and in conjunction with the Student Support Team assisting their understanding of OU systems, policies and practices, as necessary.

- Reviewing and reporting (via appropriate forms) on student progress and reviewing and verifying students’ Practice Assessor/Educator’s Reports for the Practice Assessment Panel.

- Maintaining satisfactory records for each allocated student.

  References must include at least one professional practice reference relating to social work practice or social work education from a current or recent employer.

**Job description for Postgraduate Placement Tutor 2 (Day contract work)**

The number of contracted days will be 0.5 days per student.

Duties will typically include the following
- Support of Quality Assurance processes and links with agencies and practice placement settings.
- Undertake audit of practice location by completing a checklist form on the quality of the practice arrangements feeding back on the adequacy of the practice arrangements and submit checklist form to The Open University.
- In consultation with the line-manager report on the quality assurance issues concerning practice arrangements.

There will be additional payment for this work, which will be contracted and paid under a separate Day Contract.

**Additional information**

*Module related details - a full explanation can be found on the website*

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<thead>
<tr>
<th></th>
<th>XK832</th>
<th>XK833</th>
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<tbody>
<tr>
<td>Credits awarded to the student for the successful completion of a module:</td>
<td>60</td>
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<tr>
<td>Number of assignments submitted by the student:</td>
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<td>Level of ICT requirements:</td>
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<td>Number of students likely to be in a standard group:</td>
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<td>Salary band:</td>
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<tr>
<td>Estimated number of hours per teaching week:</td>
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*XK832 and XK833 salary payments are paid over 8 and 9 months, respectively.

There will be the opportunity for Placement Tutors to verify the Practice Assessor Report (PAR) for each student for which there will be additional payment and about which you will be contacted separately.*