Job Description – Staff Tutor in Economics

# About the Role

This post is an opportunity to work as a Staff Tutor in the School of Social Sciences and Global Studies. The successful applicant will be expected to manage Associate Lecturers who work in Economics and related areas.

You will also organise and implement an appropriate staff development programme, provide a link between ALS (Associate Lecturer Services), the SST (Student Support Team) and the discipline, and organise timetables for tuition, including face-to-face day schools, telephone and online tutorials, forums, and aspects of collaborative and team working of ALs therein. You will have a key role to contribute to the academic work of the Economics department working on the development and presentation of modules in the department and opportunity to contribute to the scholarship of teaching and research in the discipline.

The successful applicant will be given a mentor and full support in the role. You will be part of the Economics department and also a team of Economics Staff Tutors in the department who work closely together. The post is designated as a homeworker, however some travel to Milton Keynes, and other locations in the UK, will be required throughout the contract period.

Staff Tutors contribute as academics to discipline-specific or/and interdisciplinary teaching in the School. You will also contribute to the academic life of the Discipline through your scholarship and/or research.

**Key responsibilities**

The person appointed will be expected to contribute in the following ways:

* provide line-management of ALs including career development and performance management, maintaining their currency of knowledge on curriculum development, student progression pathways and teaching methods, and facilitating two-way communications with the Discipline and academics working centrally on teaching,
* act on behalf of Economics in the recruitment and appointment of Associate Lecturers (ALs). ALs are responsible for grading and commenting on students’ written assignments and offering support and guidance for students through blended learning provision including face-to-face day schools, synchronous on-line tutorials, asynchronous online forums, individual correspondence, telephone and e-mail,
* organise and implement an appropriate staff development programme, i.e., to train, supervise and support the work of ALs, encompassing face-to-face, online and correspondence tuition, telephone and other electronic support methods and to monitor their grading of students’ assignments,
* provide a link between ALS (Associate Lecturer Services), the SST (Student Support Team) and the Discipline. This includes liaising with ALS about its work with ALs when necessary, as well as with other academic services staff in the SST on the progress of individual students as appropriate,
* contribute to the work of the relevant School’s Student Support Team in supporting students,
* organise timetables for blended tuition, including face-to-face day schools, telephone and on-line tutorials, forums, and aspects of collaborative and team working required of ALs therein,
* contribute to scholarship of theory and practice in learning and teaching in the School and potentially research within Economics,
* contribute as an academic to the development and presentation of the Economics discipline’s curriculum in formal and informal learning opportunities by contributing to module teamwork; this can include both work on modules already in presentation, but also, as part of a team, to the production of new modules,
* contribute to the development and maintenance of student learning communities via new media,
* be actively involved in developing and implementing policy and practice designed to support student success,
* be actively involved in developing and implementing diversity and widening participation initiatives, both for students and ALs.

**Person Specification**

Essential

* you will hold as a minimum requirement a postgraduate degree (or equivalent) in Economics or a cognate area which is clearly and specifically related to Economics,
* ability to line manage Associate Lecturers: select, manage, motivate, and provide their staff development,
* substantial relevant experience of teaching, and management of teaching and student support,
* relevant teaching experience, an understanding of the needs of adult, distance and independent learners, and an imaginative approach to tutoring modules for a wide range of adult students of different backgrounds,
* a keen interest in innovative forms of teaching and learning, including the development of teaching skills in an online environment,
* an understanding of issues of student access, retention, diversity and success in the context of higher education,
* ability to contribute effectively to the academic and teaching activities of the Discipline and School,
* experience and knowledge of online learning environments and/or use of electronic media for tuition and student support,
* excellent IT skills and willingness to use more advanced software after appropriate training,
* excellent written and oral communication skills, with a strength in academic communication,
* excellent interpersonal skills, including ability to manage staff, giving and receiving advice and dealing with sensitive issues in a constructive manner,
* willingness to work flexibly, independently and as part of a team,
* high degree of organisational and administrative skills,
* ability to manage and balance a portfolio of diverse work commitments often to tight deadlines, setting priorities appropriately,
* ability to travel to undertake School work as required in Milton Keynes and other locations in the UK.

Desirable

* evidence of scholarship/research publication or involvement and/or a Ph.D. qualification,
* scholarship/research interests which fit with the Economics curriculum, and/or of scholarship of teaching relevant to the SchoolExperience of interdisciplinary teaching,
* A HE/FE teaching qualification or Fellowship of the Higher Education Academy,
* Involvement and interest in use of social media.

# Role-specific requirements

The role-holder will be a designated homeworker, with occasional travel to Milton Keynes required (for which expenses will be reimbursed). In addition, Staff Tutors may need to travel periodically (by prior arrangement) to monitor the work of Associate Lecturers they manage. Such day school and tutorial events usually take place in the evenings and on Saturdays. The University’s travel and subsistence scheme will apply in this instance and travel and subsistence will be reimbursed.

**About the Unit**

**The Faculty of Arts and Social Sciences (FASS)**

The Faculty is the largest and most diverse at The Open University, with some 50,000 students studying our modules with excellent completion rates and consistently outstanding student satisfaction ratings. Rated Gold in our recent TEF submission and noted for the strength of our interdisciplinary approaches, our scholars of international standing teach and research a very wide range of topics and themes in specific subject areas which has a direct and profound influence on our undergraduate and postgraduate teaching.

The Faculty is currently organized into four Schools:

* + - School of Psychology & Counselling
    - School of Social Sciences and Global Studies
    - School of Arts and Humanities
    - School of Creative Industries

Students are supported by Student Support Teams offering specialist study support to students undertaking our qualifications across the University. Members of academic staff, including academics based in all four nations of the UK, form part of these teams in sustaining and improving student progression and retention.

The Faculty works closely with important organisations and institutions in the UK and other parts of the world in a range of validated partnerships and collaborations. staff are engaged in world-class, agenda- setting research tackling the most difficult challenges facing us in the 21st Century, with work in numerous subject-based and interdisciplinary research groups and projects.

With c.1800 members of staff comprising academics, associate lecturers, professional services and support staff and full-time research students working across the locations of the University, the Faculty of Arts and Social Sciences is a vibrant and exciting place to study and work combining originality and innovation in research and curriculum.

To find out more about the Faculty’s teaching, learning and research, please visit:

<http://fass.open.ac.uk/>

**The School of Social Sciences & Global Studies**

The School of Social Sciences and Global Studies (SSGS)consists of approximately 150 academics, including Staff Tutors, and research staff, and approximately 300 associate lecturers organised into eight disciplines: Politics, Philosophy, Religious Studies, Sociology, Development, Geography, Social Policy and Criminology, and Economics.

In addition to offering single and joint honours qualifications, the School is noted for its interdisciplinary teaching in social sciences at level 1, notably DD102 ‘Introducing the Social Sciences’ and D113 ‘Global challenges: social science in action'. Social Policy and Criminology has a specific level 1 module DD105 ‘Introduction to Criminology’. SSGS is research rich School with a range of vibrant research clusters and collaborations, as well being home to two of the Universities Strategic Research Areas: in International Development and Inclusive Innovation, and Citizenship and Governance (<http://fass.open.ac.uk/research/strategic-research-areas-sras> ).

The School’s Disciplines have contributed to highly successful Units of Assessment in REF 2014 and have contributed to REF 2021, and the School actively supports staff’s research and scholarship. To find out more visit the requisite discipline pages, which will be found on the School of Social Sciences and Global Studies web pagevisit the web page: https://fass.open.ac.uk/schools/school-social-sciences-global-studies

# Department of Economics

# The OU economics discipline has for many years developed a pluralist curriculum that exposes students to different perspectives, methods and schools of thought in economics that prepares students for the real world of work. Economics is an integral part of the School of Social Sciences and Global Studies, which also includes Development, Geography, Politics and International Studies, Social Policy and Criminology, Sociology, Religious Studies, and Philosophy. Economics staff often teach and conduct research in an interdisciplinary fashion and in collaboration with colleagues across the School. In joining Economics, you would be joining a dynamic and interdisciplinary school environment.

# For further information about Economics teaching, research and staff see: <https://fass.open.ac.uk/economics>

**Further Information**

If you have questions in relation to the above particulars, please contact Joanna Robson ([joanna.robson@open.ac.uk](mailto:joanna.robson@open.ac.uk))

*The Open University is committed to equality, diversity and inclusion which is reflected in our mission to be open to people, places, methods and ideas. We aim to foster a diverse and inclusive environment so that all in our OU community can reach their potential.  We recognise that different people bring different perspectives, ideas, knowledge, and culture, and that this difference brings great strength.  We strive to recruit, retain and develop the careers of a diverse pool of students and staff, and particularly encourage applications from all underrepresented groups. We also aspire to make The Open University a supportive workplace for all through our policies, services and staff networks.*

