**Job Description – Practice Tutor**

**About practice tuition roles**

For Associate Lecturers who are in a Practice Tuition role the following will apply. Individual Faculties may wish to add school specific requirements e.g., maintenance of professional registration:

A Practice Tutor provides individual support to a group of learners to progress and complete all the practice requirements of the apprenticeship or professional programme they have enrolled in. The support must be tailored to the context of each learner’s professional duties and their workplace environment. Regular workplace visits and engagement with each learner’s line manager (or other similar employer contact) are critical components of this role.

**Main duties:**

1. To support each learner to progress and complete all the practice requirements of the programme they have enrolled in.
2. To support each learner as one of their first points of contact through their programme journey, including:
   - preparing and supporting learners to commence their studies, start a new placement, or return from a break in learning, as required.
   - supporting and assisting learners in resolving their issues or referring/escalating to other OU staff as required.
   - identifying learners at risk of non-progression on their apprenticeship or professional programme, and referring to, or coordinating interventions with, other OU staff or the employer as required.
3. To establish and maintain relationships with each learner’s line manager/supervisor, and/or practice assessor/educator through:
   - Effective monitoring of their engagement and escalation of issues that affect a learner’s progress to other OU employer-facing staff when necessary.
   - Attendance at ad hoc meetings with employers to resolve issues as required
4. To organise and conduct an initial tripartite workplace meeting with each learner and their line manager; ensure the Individual Learning Plan (or equivalent) is documented, signed by all parties, and maintained, within the required timeframes.
5. To coach and develop each learner to integrate their academic learning with their professional work.
6. To guide each learner to develop a portfolio demonstrating evidence of their professional competencies as required by the apprenticeship standard or framework, or professional standards.
7. To monitor each learner’s progress towards completing their apprenticeship or professional programme, including their compliance with any Professional or Statutory Regulatory Body (PSRB) requirements.
8. To organise, conduct and document regular tripartite progress reviews, with each learner and their line manager following the agreed meeting schedule for each programme.
All staff are expected to:

- Undertake any other duties which may reasonably be required; and which are commensurate with the grade as directed by their line manager.
- Undertake annual workload planning/ Career development and appraisal (CDSA) meetings with their line manager.
- Take reasonable care of the Health & Safety of themselves and that of any other person who may be affected by their acts or omissions at work.
- Demonstrate through actions and behaviour that they value diversity and recognise that different people bring different perspectives, ideas, knowledge and culture, and that this difference brings great strength.

Skills and experience

**Essential:**

- First degree (or equivalent) or a professional or vocational qualification (or equivalent) in a relevant subject area.
- Masters level qualification (or equivalent) required to tutor on postgraduate qualifications.
- In-depth, specialist knowledge of the subject area(s).
- Practical experience of applying subject-specific skills and knowledge in a workplace and/or through professional practice.
- Knowledge and experience of pedagogic methods and techniques relevant to the module(s).
- A clear understanding of, and commitment to, the principles of diversity and inclusion.
- An appreciation of how adults learn and an understanding of how to develop study skills.
- The ability to teach using appropriate technologies, methods and approaches to:
  - Teach and support students
  - Access information to undertake duties in relation to students
  - Facilitate contact with academic and other units across the University
- Excellent organisational skills and the ability to manage competing priorities.
- The ability to work successfully in a team and to work independently as appropriate.
- Good written and oral communication skills with the ability to communicate complex information and ideas to students.
- A commitment to improving personal performance using reflective techniques and feedback.

**Special working conditions**

The role requires the post-holder to be available at agreed times to students at weekends and evenings.

**Additional requirements**

- A commitment to student-centred learning, equality, diversity and inclusion including widening access to higher education for underrepresented groups.
- A commitment to continuous professional development covering area(s) of expertise,, pedagogy and technology.
- Availability and accessibility to students.
- Ability to travel to designated student workplaces and employer locations.

Job Evaluation: Refer to HERA Benchmark Profile OU101 Associate Lecturer Grade AC2