Job Title | Learning Development Tutor in Work Based Learning
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Campus Base | Middlesex University London
School | Emerson Graduate School

Period:

Reports to:

Overall Purpose:
To provide academic advice and support for the work based learning development of individuals, cohorts and organisational groups in work based settings as part of a learning and teaching team. To contribute to work-based learning programme curriculum development and to undertake related scholarly activities as appropriate. To operate effectively as part of a team of academic, technical and administrative colleagues to facilitate work based learning to the highest quality. Excellent communication, interpersonal and team working skills are therefore essential.

Principal Duties:

Teaching, Learning and Assessment
To contribute to teaching and learning at undergraduate level for individuals, cohorts and organisational groups, through:

- Design, preparation and development of module teaching and learning materials;
- Delivery of modules through blended learning approaches, including; workshops, master-classes, supervisory, mentoring and coaching methods as well as the use of learning technologies.
- Assessing modules and external accredited activity which includes setting and marking assignments, project reports and attending assessment boards.

Contribute to the development of innovative methods of teaching, learning and assessment, including those related to learning technologies, as part of the University’s learner-centred approach to education and undertake relevant scholarship activities to support this.

Contribute to the evaluation of the quality of teaching, learning and assessment practices to promote their enhancement.
**Academic Advice**

To give advice and guidance to work based learners to support their academic progress in a wide variety of work-based contexts. This entails acquiring a broad understanding of the philosophy and operation of the University's approach to work-based learning. In addition, this will require a detailed understanding of the relevant assessment regulations and procedures associated with work-based learning.

**Management and Administration**

Undertake responsibility for the management and leadership of specific modules, cohorts and/or organisational groups as appropriate including teaching, learning, assessment, quality assurance and enhancement. This will include responsibility for developing and maintaining high quality module learning materials available through the University's virtual learning environment.

Liaise with and assist others in the administration and management of modules, cohorts, organisational groups and programmes in which the post-holder is involved.

Contribute to the administration of the academic provision of the EGS. This is likely to include undertaking tasks such as those associated with student recruitment, induction, programme planning and development, participation and involvement in assessment boards, course development teams etc.

Undertake other required administrative work such as filing, record keeping, word processing and using University management information systems.

Participate in EGS meetings as required (mediated through appropriate technologies where required).

To undertake any other duties as shall be reasonably requested.

**Scholarship**

To undertake personal scholarly activities and keep abreast of developments in the work based learning field of studies and relevant areas of professional practice. Participate in staff development and training activities to update and enhance skills as required.

**Flexibility**

Please note that given the need for flexibility in order to meet changing requirements, the duties/location of this the role may be changed after consultation.
PERSON SPECIFICATION

Job Title: Learning Development Tutor in Work Based Learning

Selection Criteria:

Education and qualifications

Essential: Undergraduate and postgraduate degree in a relevant area, or equivalent. A Postgraduate Certificate in Higher Education, or equivalent qualification.

Desirable: A workplace assessment, coaching or mentoring qualification

Research

Essential: Potential to develop high quality research and publications relevant to work based learning.

Desirable: Evidence of contributions to practitioner based scholarship such as conference papers and presentations

Experience

Essential: Teaching adult learners and delivering vocational and/or work based curricula at further and/or higher education, such as Foundation Degrees and Apprenticeships. A primary management role, such as module leadership.

Desirable: Workforce or organisational development consultancy Using learning technologies to support curriculum delivery

Skills and abilities

Essential: Excellent communication skills, including IELTS at 6.5 where English is a second language Good interpersonal skills and team working skills Good information and learning technology skills The ability to work on own initiative and manage own work schedule in the context of competing demands

Attributes

Essential: Committed to promoting a high quality work based learning experience. Enthusiasm, reliability, conscientiousness