

JOB DESCRIPTION

Job title: Collaborative Partner Link Tutor x1

Partner: College of Esports, London, UK

Title of Approved Course/s:

1. BA (Hons) in International Esports Business (with & without Foundation Year)
2. BA (Hons) in International Esports Business & Events Management (with & without Foundation Year)
3. BA (Hons) in International Esports Business & Digital Marketing (with & without Foundation Year)
4. BA (Hons) in International Esports Business & Digital Media (with & without Foundation Year)
5. BA (Hons) in Esports Coaching & Management (with & without Foundation Year)

Reporting to: Partnerships Quality Manager

Hours: 24 Days per Year (12 of which are expected to be meetings with the partner, 6 of which are expected to be face-to-face at College of Esports campus)

Grade: £40,322 per annum pro rata

The University College of Osteopathy (UCO) is proud to work in partnership with a range of different Higher Education Providers and considers collaborative arrangements as opportunities to broaden and enrich staff and student experiences through educational and scholarly activity in addition to promoting co-operation, enhancing cross-institutional sharing of good practice, in addition to enriching the intellectual life of the UCO.

Many of the UCO's collaborative arrangements are validation arrangements whereby the UCO has assessed and approved a partner to deliver courses in the UCO's name as well as approving (validating) individual courses being delivered by the partner meeting the academic standards and quality expected of the UCO.

To ensure that validating partnerships are nurtured and that the quality of course provision and the student experience at partner institutions is maintained, the UCO appoints a Collaborative Partner Link Tutor to act as a main line of communication between the UCO and partner, to oversee the relationship at an institutional level and to monitor the quality of provision.

The Role

The primary role of a Collaborative Partner Link Tutor is that of quality assurance monitoring whereby Collaborative Partner Link Tutors work with partners to undertake review and monitoring activities to assure that the academic quality and standards of validated provision delivered by partners is maintained to UCO and UK standards and that students at partner institutions receive an equivalent experience to those studying at the UCO, in addition to maintaining a good relationship with the partner.

As a Collaborative Partner Link Tutor, you will therefore undertake a range of activities to achieve this including:

1. Being a main point of contact for the partner to answer queries in liaison with the UCO's Quality Team.
2. Undertaking desk-based audits of partner processes and documentation and following up any lines of enquiry with partner staff in line with Collaborative Partner Link Tutor Monitoring Forms and Reports.

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3. Undertaking visits to the partner as part of audit activities and quality assurance monitoring including observing teaching sessions or committee meetings and meeting partner staff and students in line with Collaborative Partner Link Tutor Monitoring Forms and Reports.
4. Liaising with partner staff and students in person when visiting or otherwise via video conference or email to follow up on quality assurance and audit lines of enquiry in line with Collaborative Partner Link Tutor Monitoring Forms and Reports.
5. Ensuring that Collaborative Partner Link Tutor Monitoring Forms and Reports are completed within required timescales.
6. Being a member of the UCO's Collaborative Provision Sub-Committee (which normally meets six times per year) to report on outcomes of partner audits and quality assurance monitoring activities, contribute to discussions about ongoing arrangements for the management of partnerships and participating on agenda items.
7. Being autonomous in managing your Collaborative Partner Link Tutor activities and workload.

Partner Visits

As part of your Collaborative Partner Link Tutor role, you will normally be expected to visit the partner to undertake some of your audit and quality assurance monitoring activities. These are expected to be as follows:

- Visit Day 1: Start of the academic year
Visit Day 2: Mid Term 1
Visit Day 3: Early Term 2
Visit Day 4: End Term 2
Visit Day 5: Early term 3
Visit Day 6: End Term 3

Main Duties

Your main duties will be:

1. To undertake audit and quality assurance monitoring activities to assure that the following processes are being undertaken by the partner in line with their approved policies, procedures and regulations through partner visits, desk-based reviews of documentation and the partner website and meeting and liaising with partner staff and students which may be via Microsoft Teams / Zoom:
 - Admissions and recruitment of students
 - Registration and induction of students
 - Assessment and feedback
 - Concerns, complaints and appeals
 - Course design and development
 - Enabling student achievement
 - Learning and teaching
 - Student engagement

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- Work-Based Learning where applicable
 - Quality assurance arrangements
 - Published information
2. To complete Collaborative Partner Link Tutor monitoring forms to required timescales.
 3. To attend and participate in Collaborative Partnerships Sub-Committee meetings.
 4. To liaise with UCO Quality Team staff when required.
 5. To comply with the UCO's Staff Code of Conduct and other policies set out in the Staff Student Handbook.
 6. To undertake any other duties as required by the Partnerships Quality Manager as appropriate.

Person Specification

Essential Knowledge, Skills, & Qualifications

Collaborative Partner Link Tutors are expected to:

1. Have a good understanding of the requirements of collaborative courses.
2. Have a good knowledge of the principles and expectations of academic standards and quality within a UK Higher Education context.
3. Have a good understanding of quality assurance processes and how these are applied.
4. Have experience of undertaking an audit to evaluate the application of documented processes.
5. Have a good knowledge of the student journey from application to graduation and a good understanding of the student experience.
6. Have a good knowledge of teaching, learning and assessment principles.
7. Be able to establish professional, working relationships with partner colleagues and work as an effective team member respecting the rights and interests of the partner.
8. Be able to keep accurate, up to date records of communications and meetings with partner staff and students.
9. Be available for and have capacity to undertake the role.
10. Be fluent in the language of delivery of the partner, in this case English.

Desirable (Non-Essential) Knowledge & Skills

1. Have previous experience of working in a collaborative partnership.
2. Have knowledge of the subject discipline(s) delivered by the partner.
3. Applicants who have worked within Higher Education but have limited experience of quality assurance processes or undertaking audits are encouraged to apply as training will be provided.