

AL Role 2014 Revision

Potential AL role(s) for the future

These role components are based on an AL role agreed with the Union in 2010 but never implemented because a new contract was never agreed. They have been updated slightly to recognise the changes in structures and understanding which a role for 2014 would require

It was expected in 2010 that current ALs would transfer to a new role which would include Components 1, 2, and 3. Components 4 and 5 would only ever be offered alongside the staff development component 3, and possibly others. The aspiration was that all these potential tasks would be encompassed within one new contract.

Component 1: Student Tuition and Assessment on a Module

In conjunction with other ALs and the core module team:

- 1.1: Individual and group tuition and facilitation of learning based on the module's materials, tuition strategy and learning outcomes
- 1.2: Provision of study skills, employability skills, digital and academic literacy support to students, based on module learning outcomes
- 1.3: Advice to students on continuous assessment and end of module assessment tasks
- 1.4: Provision of individual tuition through feedback and grading on continuous assessment tasks defined by the module team
- 1.5: Provision of feedback to the module team on module materials and assessment

Component 2: Student Support on a Module

In conjunction with student support team

- 2.1: Initial analysis of student learning needs on the module
- 2.2: Proactive contact with agreed students at agreed points
- 2.3: Monitor, record and support students' engagement with learning and their progress on module
- 2.4: End of module review and progression support for students

Component 3: Professional Development and Practice

Individually and with line manager and other OU communities:

- 3.1: Maintain module and subject related knowledge, skills and practices
- 3.2: Engage with core task/student/technology related professional development and training activities
- 3.3: Share good practice and resources within OU communities
- 3.4: Develop reflective practice (including career development and staff appraisal interviews)

Component 4: Qualification/Programme/Subject-based Student Support

In conjunction with student support team and relevant module ALs

- 4.1: Induction and study pathway planning within qualification/programme/subject
- 4.2: Monitor, record and support student progress on qualification/programme/subject
- 4.3: Qualification/programme/subject-based support for individual students and communities
- 4.4: External-facing support (enquirers, sponsors, employers, student references)

Component 5: Work Based Programme Student Support

In conjunction with other ALs and the core module team

- 5.1: Promote links with employers, agencies, sponsors
- 5.2: Support mentors/practice-based assessors and agencies in the provision of effective Practice Learning Opportunities (PLOs)
- 5.3: Ensure that PLOs are appropriately managed to address students' learning needs
- 5.4: Undertake audit for arrangements for learning in practice

Other potential tasks which could be taken on by the same staff within the same contract:

- a. Serve on Examination and Assessment Boards
- b. Examination and other end of module assessment marking
- c. Monitoring of others' continuous assessment marking and feedback
- d. Reviewing assessment questions
- e. Membership of module review teams
- f. Critical reading of new module materials in production
- g. Supporting academic communities through forums, websites etc
- h. Mentoring other staff
- i. Contributing to AL professional development sessions, forums, activities, materials
- j. Group tutorial timetabling
- k. Second interviewer for AL appointments