



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

MA Deaf Education Senior Regional Tutor, School of Education,  
Faculty of Social Sciences



**Salary: Grade 7 (£39,105 – £46,485 p.a. depending on experience)**

**Reporting to: Head of School**

**Reference: ESLED1137**

**Location: Hybrid arrangement to allow for some in-person meetings in Leeds as well as regional programme support**

# MA Deaf Education Senior Regional Tutor, School of Education, Faculty of Social Sciences

## Overview of the Role

The School of Education is seeking to appoint a full time Senior Regional Tutor for the MA/PGDip Deaf Education Programme (Teacher of the Deaf Qualification).

The purpose of this role is to oversee the regional support for distance education students on the programme. The University of Leeds School of Education is an approved provider of the mandatory qualification (MQ/ToD) which delivers specified competencies required by the DfE.

The Senior Regional Tutor will work alongside the Programme Leader to coordinate and oversee the work of the Regional Tutors, Regional Tutor Groups, work-based mentors and teaching placement mentors in their provision of regional support and teaching placement supervision for students. The Senior Regional Tutor will ensure consistent and quality regional provision and support students for students and will be the central point of liaison between the University, schools and educational settings, and the wider deaf education practitioner community.

The Senior Regional Tutor will be a qualified and experienced Teacher of the Deaf with a senior management role in their school, service or programme. They will coordinate with the Programme Leader on a weekly basis, work with Regional Tutors and work-based mentors across all areas of their provision (this can be in a hybrid format) and take a leading role in all student-facing activities (induction, day schools, residential, module support) alongside the Programme Leader.

## Main duties and responsibilities

1. Oversee the work of regional tutors and work-based mentors
  - Ensure smooth and efficient communication between the University and school-based educational practitioners, and the wider deaf educational organisations as appropriate
  - Work alongside the Programme Leader to design and deliver Regional Tutor and work-based mentor training



- Oversee and monitor the Regional Tutor provision and provide a point of contact and support for tutors as needed
  - Organise, coordinate and monitor teaching placement supervision arrangements
  - Engage with the deaf education research and scholarship activities in the school and facilitate wider engagement and dissemination
2. Plan and deliver a programme of tutorials for regional tutor groups which meet the programme and module objectives. This includes:
- assessing and coordinating the needs of the regional tutor groups with due attention to the specific requirements of deaf participants (e.g. note takers and interpreters)
  - teaching specific aspects of the mandatory qualification professional competencies
  - providing guidance for students' assessed work as specified in the programme handbook and the School of Education Code of Practice on Assessment.
  - providing academic and specialist professional support for student individual research plans (e.g. Audiology, IT, speech and language specialisms).
  - providing support to students for their general academic and professional development
2. Monitor student progress on all areas of the programme against the MQ competencies using the MQ Training and Development plan. This includes:
- maintaining an up-to-date knowledge of the required MQ competencies and the programme objectives and the School of Education procedures.
  - monitoring the above and ensuring support mechanisms are in place for students and reporting issues or making recommendations to the University
  - liaising with Heads of Schools and Services to ensure that appropriate support mechanisms are in place
  - reviewing individual student progress using the MQ Training and Development Plan
  - reporting on individual student and programme issues in written feedback each term and verbally to the University at the bi-annual meetings
  - marking assignments (as required)
3. Manage, supervise and assess students during their teaching placement to include:
- liaison and coordination with Heads of Schools and Services to agree appropriate placement and support arrangements



- providing guidance for the placement mentor and monitoring the day-to-day support provided in schools/settings
- establishing and maintaining links between the schools/settings, students and the University to ensure a quality experience for the student
- advising and assisting students during their placement preparation and during their placement
- supervising and assessing individual student performance against the University and MQ criteria in consultation with the placement mentor, the University tutor and External Examiner as appropriate
- coordinate placement mentor and student views to write final placement assessment profiles

#### 4. Contribute to programme development by:

- providing advice and guidance to the programme leader from the manager and stakeholder perspective
- critically reviewing programme materials and policies in collaboration with the programme leader
- contributing to bi-annual tutor training and development sessions
- contributing to the development and delivery of the Educational Audiology Module (as required)

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## Qualifications and skills

### Essential

- Qualified Teacher of the Deaf with extensive relevant teaching and management experience
- Experience of teacher mentoring and review
- Currently residing and practising within England or Wales
- Up to date knowledge of current policy, practice and developments in deaf education practice including the implications of the Apprenticeship for schools and services
- Up to date knowledge of audiological technology and current developments in the field
- Up to date knowledge of national developments within SEN policy and their impact on deaf education practice
- Knowledge of networks and organisations relating to deaf education
- Ability to engage with learning tasks and materials at Masters' Level



- Ability to embrace new approaches to learning and teaching using the University's VLE
- Excellent interpersonal and communication skills including the ability to communicate in British Sign Language
- Good organisational and coordination skills
- Commitment to personal on-going professional development

### **Desirable**

- Post Graduate Qualification in field relating to deafness (such as language; communication; disability)
- Able to supervise students within the London area
- Current experience and practice in educational audiology or a CI programme
- Previous experience of work in HE
- Doctoral or early career research experience

## **How to apply**

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## **Contact information**

To explore the post further or for any queries you may have, please contact:

**Professor Vanessa Kind, Head of School**

Email: [v.kind@leeds.ac.uk](mailto:v.kind@leeds.ac.uk)

## **Additional information**

### **Working at Leeds**

We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.



## **Our University**

As an international research-intensive university, we welcome students and staff from all walks of life. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Social Sciences we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian, those who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

## **Information for disabled candidates**

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found under the 'Accessibility' heading on our [How to Apply](#) information page or by getting in touch by [emailing HR via hr@leeds.ac.uk](mailto:hr@leeds.ac.uk).

## **Criminal Record Information**

### **Rehabilitation of Offenders Act 1974**

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

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## **Salary Requirements of the Skilled Worker Visa Route**

Please note that this post may be suitable for sponsorship under the Skilled Worker visa route but first-time applicants might need to qualify for salary concessions. For more information, please visit [the Government's Skilled Worker visa page](#).



For research and academic posts, we will consider eligibility under the Global Talent visa. For more information, please visit [the Government's page, Apply for the Global Talent visa](#).

