



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**MA/PGDip (QToD) Deaf Education Regional Tutor, School of Education,
Faculty of Social Sciences**



Salary: Grade 7 (£21.06- £25.04 per hour, depending on experience)

Reference: ESLED1146

Annualised Hours, 150 hours per year, Fixed term 12 months to complete specific time limited work

Location: North of England with a hybrid arrangement

MA/PGDip (QToD) Deaf Education Regional Tutor

School of Education, Faculty of Social Sciences

The school of Education is seeking to appoint a part-time fixed term, hourly paid regional tutor for the MA/PGDip (QToD) Deaf Education Programme for 12 months.

The purpose of this role is to provide regional support for distance education students on the MA/PGDip (QToD) programme. The University of Leeds (The School of Education) is an approved provider of this mandatory qualification which delivers specified competencies required by the DfE. The regional tutors work alongside the Programme Leader and Senior Tutor providing a support and supervisory role in the field to ensure that these competencies are achieved across the geographic spread of the programme. All students on the programme are assigned to a Regional Tutor in their region who will be a qualified and experienced Teacher of the Deaf with a senior management role in their school, service or programme.

The role will involve:

- Induction/training Day September 2025 (1 day)
- University meeting, Leeds - March (1 day)
- Regional Tutorial for Semester 1 module (mid – late November 2025) (1 day which includes planning time)
- Regional Tutorial for Semester 2 module (April - early May 2026) (1day which includes planning time)
- Pre-placement visits for 1st year students (1 day per student)
- Placement supervision: Teaching placement supervision visits and reports for final year students (2 visits over the 20-day placement and report writing) (3 days per student).

Main duties and responsibilities

1. Work alongside the Programme Leader and Senior Tutor to plan and deliver a programme of tutorials for regional groups which meet the programme and module objectives. This includes:
 - assessing and coordinating the needs of the regional group with due attention to the specific requirements of deaf participants (e.g. note takers and interpreters)
 - supporting specific aspects of the mandatory qualification professional competencies



- providing specialist professional support for students (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 Personal Development and Training plan. This includes:

- maintaining an up-to-date knowledge of the required MQ competencies, 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 Personal Development and Training plan
- reporting on individual student and programme issues in written feedback each term and verbally to the Programme Leader, Senior Tutor and University at the bi-annual meetings

3. Manage, supervise and assess students during their teaching placement to include:

- liaison and coordination with Heads of Schools and Service to agree appropriate placement and support arrangements
- providing guidance for the placement mentor and monitoring the day-to-day support provided in school
- establishing and maintaining links between the schools, students and the University to ensure a quality experience for the student
- advising and assisting students during their school preparation and placement
- supervising and assessing individual student performance against the University and MQ criteria in consultation with the placement mentor, Senior Tutor, Programme Leader 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 and Senior Tutor
- contributing to bi-annual tutor training and development sessions



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

As a Regional Tutor you will meet the following criteria:

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, Wales or Northern Ireland
- Up to date knowledge of current policy, practice and developments in deaf education practice
- 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 Postgraduate Level
- Ability to embrace new approaches to learning and teaching using the University's online learning platforms
- 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 a field relating to deafness (such as language; communication; disability)
- Able to supervise students within the North of the country
- 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:

Helen Niemiec

Email: h.latka@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, people 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 on our [Accessibility](#) information page or by getting in touch with us at 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.

