

Job pack



Message from the President and Principal

Thank you for your interest in this role and in Queen Mary University of London. Working at Queen Mary means being part of a unique, world-class global University with a long, proud and distinctive history.

Our founding institutions, the London Hospital Medical College, St Bartholomew's Medical College, Westfield College and Queen Mary College, were founded to provide hope and opportunity for the less privileged and otherwise under-represented.

Today, we remain true to the vision of our founders by continuing to improve lives locally, nationally and internationally through the seamless combination of our world-leading strengths in education and research.

The Queen Mary community – our staff, students and alumni – is the heart and soul of our University. We are proud to provide an inclusive and nurturing environment so that staff and students from all backgrounds can develop, flourish and achieve their full potential.

I look forward to welcoming you to our unique University and working with you to realise our ambitions.

Professor Colin Bailey, President and Principal

Our strategy 2030

In 2019, Queen Mary University of London launched a bold new Strategy with the vision to open the doors of opportunity. By 2030, we will be the most inclusive university of its kind, anywhere. We are doing this by building on our existing cultural diversity to create a truly inclusive environment, where students and staff flourish, reach their full potential and are proud to be part of the University. Continuing our long tradition of commitment to public good, we will generate new knowledge, challenge existing knowledge, and engage locally, nationally and internationally to create a better world.

We have five core values that will help us to reach this goal:

We are **inclusive**, supporting talented students and staff regardless of their background, and engaging with our local and global communities.

We are **proud** of the difference we can all make when we work collectively.

We are **ambitious**, fostering innovation and creativity, disrupting conventional thought, and responding with imagination to new opportunities.

We are **collegial**, promoting a strong community through openness, listening, understanding, co-operation and co-creation.

We are **ethical**, acting with the highest standards, and with integrity, in all that we do.

To enable our staff to flourish and to reach their full potential throughout their employment at Queen Mary, we offer a range of benefits:

Staff benefits

- Annual leave – the full-time annual leave annual entitlement is 30 working days (not including bank holidays).
- [Season ticket loan scheme](#)
- [Pension scheme](#)
- [Reward and recognition schemes](#)
- [Cycle to work scheme](#)
- [Qmotion sport fitness centre](#)
- [Employee Assistance Programme](#)
- [Family friendly policies](#)
- [Flexible working practices](#)
- [On-site day nursery](#)

Job description

Job details	
Job title	Economics Master's Apprenticeship Programme Senior Tutor
School/Dept/Institute Centre/Faculty	School of Economics and Finance
Reports to	Head of School
Grade and salary	Grade 6 (£47,325)
Hours per week	Full-time
Appointment period	FTC 4 Years
Current location	Mile End Campus (Ability to work from home during Covid-19 pandemic)
Work activity type	Academic

Job context

In 2015, Queen Mary University of London became one of the first Higher Education Institutions in the United Kingdom to deliver a Degree Apprenticeship programme. Since then we have developed a portfolio of programmes with a diverse range of employers including a number of leading international financial services firms and banks, global pharmaceutical firms, national retailers, IT/technology companies and a growing number of SME's and organisations from the third and charitable sectors.

As the UK Government doubles down on its commitment to create non-traditional routes into training and employment, Queen Mary continues to expand its portfolio of Degree Apprenticeship programmes to help meet the talent, capability and skills needs of industry. This post will support that expansion drive in regards to a critical new programme we plan to launch in early 2021.

Job purpose

In August 2020, Queen Mary secured a public tender for a new Masters level Degree Apprenticeship programme in Economics. The programme has a prospective launch in Q1 2021.

The role holder will provide academic and pastoral support to apprentices, critically enabling them to apply their learning in the workplace. The Senior Tutor will work with academics to provide coaching and support to develop the knowledge, skills and behaviours apprentices will need to successfully complete their apprenticeship. Progress review meetings with each apprentice will be undertaken each semester for the duration of their programme, often (in normal circumstances) at the apprentice's workplace so you will need to be mobile and flexible.

The successful candidate will be an excellent communicator with extensive sector or subject knowledge, industry experience, as well as an understanding of professional development and work based learning. They will be comfortable working independently and will have excellent organisational and time management skills.

The role will sit within the School of Economics and Finance however the appointed individual will work closely with colleagues from other schools delivering Degree Apprenticeships at Queen Mary in order to share best practice and standardise approaches.

Main duties and responsibilities

- The role will involve supporting each individual apprentice to achieve their potential at work and to achieve the MSc qualification linked to their apprenticeship. This entails developing an in depth understanding of the Senior Professional Economist apprenticeship standard and our methodology for delivering and assessing against the requirements of the standard. It also includes the induction, support, teaching and assessment of apprentices.
- You will become adept at using our Learning Management System (QM+) and you will use these and other tools to ensure that apprentices receive timely constructive feedback which enables them to make the required progress in relation to their programme. You will work closely with the apprentices & line managers to ensure that apprentices are performing well in work and that as a result of the apprenticeship, they develop the required knowledge, skills and behaviours to make them successful.
- As this is a completely new apprenticeship programme, there will be a period during which the Senior Tutor will be required to develop and refine the resources required to deliver the apprenticeship including in house resources, and learning content which helps apprentices to develop relevant soft skills.
- Work alongside both the QMUL Central Apprenticeship Team and School academics to provide proactive and reactive vocational and educational support to apprentices throughout the apprenticeship programme.
- Monitor apprentice progression against knowledge, skills and behaviour standards (as well as functional skills where appropriate) and provide feedback to both the apprentice and their line manager.
- Undertake regular progress review meetings with apprentices and mentors as required. These meetings will either take place at the apprentice's workplace; the University; or via video call.
- Work with academic colleagues to support the agreement of on and off job development plans with the apprentices and monitor and record progress to ensure that both the University and employer remain compliant.
- Ensure that all learning activity is recorded and auditable in line with funding regulations and that any University delivery, process and monitoring systems are adhered to within the agreed time limits.
- Complete any required learning and development activities required to enhance your knowledge and perform the role more effectively.
- Alongside colleagues in SEF, ensure that learner, line manager and project stakeholder enquiries are responded to in a timely and customer-centric manner.

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.

Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at a different site within Queen Mary. This may be on a temporary or indefinite basis and may involve a change in line management and / or regularly working at more than one site.

Person specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Essential: Requirements without which the job could not be done.

Desirable: Requirements that would enable the candidate to perform the job well.

Qualifications	Essential	Desirable
MSc in Economics / Finance, and / or relevant professional qualification and / or equivalent professional experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Higher education teaching accreditation at Associate Fellow or Fellow level, or in the process of obtaining accreditation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience/Knowledge		
Experience in teaching at undergraduate or postgraduate level in large or small group settings with the demonstrable ability to deliver teaching at both levels with some guidance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
An understanding of the end-to-end learning journey of an apprentice	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of delivering work based learning and assessment in commercial or educational contexts which are relevant to the subject area	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Understanding of student support needs and able to provide guidance, signposting to specialist services where appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of coaching or mentoring	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Substantial experience of using Microsoft Office packages (Word, Excel, Powerpoint, Teams)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Skills/Abilities		
Excellent written and oral skills with the ability to communicate at all levels. Possess the ability to influence, negotiate and provide guidance and support to colleagues	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to develop well-structured presentations with informative and professionally presented information appropriate for the desired audience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent communication skills and the ability to build customer / client relationships and maintain empathy with stakeholders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other		
Flexible and professional approach to work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A self-driven, highly self-motivated person you will have the drive and ambition to support the project team in successful delivery of its objectives and continuous adding value to the University.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
*The ability to meet UK 'right to work' requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* The University has a legal responsibility to ensure that all potential employees can provide documentary evidence of their legal right to work in the UK prior to commencing employment. Candidates shortlisted for interview will be asked to bring their passport or another acceptable [form of evidence](#) to verify their right to work.

For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and is able to issue a Certificate of Sponsorship (CoS) to successful candidates who are offered highly skilled roles and meet the eligibility criteria. The CoS enables candidates to apply for a Tier 2 (general visa). For further information on this, please visit the UK Visas and Immigration website: <https://www.gov.uk/browse/visas-immigration/work-visas>





Equal Opportunities

Queen Mary University of London is a Russell Group University with a difference. Our vision is to be recognised across the world as the most inclusive research-intensive University. We will strive to achieve that goal.

To all the communities at Queen Mary, inclusivity is key to who we are and to achieving all our ambitions.

We are a multi-faculty institution teaching undergraduates and postgraduates across all the major disciplines. We offer more than 280 undergraduate courses. We have world-leading research across disciplines and were ranked 5th in the UK in the last Research Excellence Framework (REF) for the quality of our research outputs, and continually challenge ourselves to ensure we have an environment where everyone feels included and can flourish.

We are very proud of our teaching and learning and were awarded a 'silver' in the Teaching Excellence Framework (TEF) (2016-17). We are also deeply embedded in the local community and were the first UK University to be awarded an Engage Watermark Gold award for public engagement by the National Coordinating Centre for Public Engagement.

Unlike many other Russell Group universities, we attract a very diverse student population. Of our 25,000+ students, over 30 per cent are from non-EU overseas countries, and 9 per cent are from the EU. Our international students are drawn from over 160 countries. 90 per cent of our home students are from state schools, 59 per cent are Black Asian Minority Ethnic (BAME), 42 per cent are the first in their families to go into higher education and over 30 per cent are from households where the household income, as assessed by Student Finance England, is less than £15,000.

We attract a lot of local students, owing to our strong relationships with schools in the surrounding boroughs, coupled with a strong reputation for inclusivity. 37 per cent of our students commute to our campuses daily. Our staff body is also diverse and is drawn from over 162 countries.

Inclusivity is one of our fundamental core values at Queen Mary: it is intrinsic to who we are. Our diversity of cultures and backgrounds is key to the vibrancy of our community and to the knowledge and ideas we are able to generate and pass on; without that diversity, we would not be who we are. We are extremely proud that we attract such a diverse staff and student body, and are fully committed to providing an environment where everyone is supported to flourish and fulfil their potential, irrespective of their background.

To be truly inclusive requires sustained, proactive, hard work, and we know there are areas where we have work to do. Our core objectives are focused on reducing the BAME attainment gap and increasing the proportion of female and BAME staff at the higher grades, both for academics and for Professional Services. We are looking to see how we can 'hard-wire' inclusivity throughout all our policies and practices: we do not see this work as belonging to one team or unit, but rather as being embedded in all that we do.

Being inclusive makes us better at everything we do, it improves our daily lives and the delivery and impact of our work.

EDI Initiatives

Queen Mary is committed to advancing Equality, Diversity and Inclusion (EDI) and champions a number of EDI initiatives across the University. Queen Mary holds a Silver Institutional [Athena SWAN](#) award for advancing gender equality, and is also a [Stonewall Diversity Champion](#) and commits to advancing LGBTQ+ inclusion by submitting to the [Stonewall Workplace Equality Index](#). We also offer a number of development programmes including [Springboard](#), [Aurora](#) and [B-MEntor](#). We are committed to championing EDI relating to all protected characteristics and other underrepresented and marginalised groups under the Equality Act 2010. We offer 'Introducing Inclusion' training for staff to give them an understanding of EDI related issues and provide them with the tools needed to champion inclusivity and embed best inclusive practice in all the work they do. EDI is built into everything we do at Queen Mary, and is championed through a well-established governance structure. If you are interested in learning more about Equality, Diversity and Inclusion at Queen Mary and how to get involved then please contact hr-equality@qmul.ac.uk.

Flexible working:

Queen Mary is proud of the diversity of its staff and students. We encourage inclusive practices in everything that we do, to ensure that everyone who works here feels valued and enabled to have a positive working experience. We are therefore open to considering applications from candidates wishing to work flexibly, balanced against business need. Our [Flexible Working Policy](#) includes examples of some of the flexible working arrangements that could be considered. If you feel that this is something that may be of benefit to you, please do ask.

Family Friendly Policies:

Queen Mary recognises the commitments that staff have to their family and the importance of work-life balance. To support this Queen Mary offers a range of [family friendly policies](#) with enhanced rates of pay available for family-related leave, following a qualifying period of service.



Further Information

Details about the school can be found at:

www.qmul.ac.uk/sef
<https://www.qmul.ac.uk/degreeapprenticeships/>

Informal enquiries should be made to:

Name: Jamie Hilder, Degree Apprenticeship Manager

Tel: 0207 882 5320

Email: j.hilder@qmul.ac.uk

General Information

Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The Queen Mary salary structure includes automatic pay progression within the published grades, subject to service, funding and performance. In addition to this, there are performance related annual pay review schemes in place

