

| 2. Collaboration Spa | files. | uploads can be embedded. | |
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| CPD Resources Peer Observations Shared Materials Ideas and Approac Student Issues End-of-Course Rep | Induction, observations and professional development can feel like a chaotic collection of files to newly recruited tutors. Disjointed onboarding may lead to lower morale and confidence, lack of sense of belonging, and general sub-optimal performance (King et al, 2018). | A Staff Notebook allows for the aggregation of documents and processes, improving accessibility and navigability. Interactive checkboxes add accountability, showing that tutors have completed tasks and allows them to easily keep track of work done. | Download the webinar presentation |
| Tutor's Section Induction Plan Continuous Assess Tutorial Records Formative Essay Fe Formative Presenta | Fixed-term tutors may find the link between observations and professional development unclear and difficult to action. | Links between observations and CPD can be made visible using integrated apps, with options for personalised professional development (Richardson and Maggioli, 2018). | Tutorial: Create a Staff |
| Formative Presenta Summative Discuss Summative Present Summative Essay F Observations | Newly recruited / fixed-term tutors may not feel part of a professional community when joining large teams on temporary basis (Blaj-Ward, 2014). | Collaboration fosters community building. Providing a shared space for tutors to reflect on their practice can benefit the practitioners, the institution and, ultimately, the students (Clarence, 2018). | Notebook linked to a Teams site (CodePython, 2020) |
| The global forum for EAP professionals | PSE programmes often employ tutors with different levels of EAP experience, which may lead to inconsistent standards of practice (Beswick, 2022). | The collaboration space allows for less experienced tutors to see the work of more senior members of the team, facilitating the sharing of best practices. | Reference List |
| University Of Sheffield. | It may be difficult and time consuming to monitor record-keeping when coordinating large teams. | Records stored in each tutor's personal section can be seen by the team leader, making monitoring duties easier and unobtrusive. | |
| Coventry London | Newly recruited tutors often face practical issues of access to platforms due to delays with HR processes | Temporary access can be granted with free Outlook accounts as a workaround to delays in generating | |

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and/or IT turnaround times.

COMPATIBLE MICROSOFT APPS

teacher development.

Teams: for communication management

(chat and announcements) and large file

Planner: for task tracking. Duties can be

notifications and reminders. Can also be

OneNote Clipper: browser extension to

capture webpages without the clutter.

assigned to specific tutors with Teams

used as dashboard for independent

sharing (e.g. videos and audio files).

institutional email accounts.



OneNote is a huge step forward, consolidating everything was helpful and made lesson planning straightforward.

In general, very well organised and a recognisable structure every week

Hugely coherent course with excellent communication

The course is so well organised that it was possible to focus fully on effective teaching

I was very impressed by the following: Course already structured; PPTs made available as a base for lessons...It has been one of the best teaching experiences of my career.

I am very comfortable with the team dynamic and never hesitate to ask questions when the need arises. The communication dynamic is open, inclusive and friendly.