

## Job Description & Person Specification

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|------------------------|---|------------------------|---------------------------------|
| <b>Post Title:</b>     | <b>Lecturer – Health (FD Nursing Associate)</b>                         | <b>Department:</b>     | <b>Applied Science and Care</b> |
| <b>Hours per week:</b> | <b>37 – part time hours will be considered for a suitable candidate</b> | <b>Weeks per year:</b> | <b>52.14</b>                    |
| <b>Contract Type:</b>  | <b>Permanent</b>  | <b>End Date:</b>       | <b>N/A</b>                      |
| <b>Salary:</b>         | <b>£34,515 per annum</b>  | <b>Location:</b>       | <b>North Road</b>               |
| <b>Reports to:</b>     | <b>NHS Programme Manager</b>  |                        |                                 |

### Job Description

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| <b>1.</b> | <b>Department Overview</b>  |
|           | Applied Science and Care area within The College is a leading provider in qualifications for the Health, Social Care and Early Years / Childcare sector. The Health courses are offered at L2 – L5 as Apprenticeships, mainly to the NHS but also available to Nursing Homes, GP Practices etc  |
| <b>2.</b> | <b>Purpose of the Role</b>  |
|           | The purpose of this post is to deliver high quality and effective teaching, learning and assessment to Health care students with a primary, but not exclusive, focus on Foundation Degree Nursing Associate within the Applied Science and Care Department. The post holder may also act as a personal tutor to students.   |
| <b>3.</b> | <b>Key Accountabilities &amp; Duties</b>  |
|           | <ul style="list-style-type: none"> <li>▪ Contribute to the development and delivery of a range of educational programmes including identifying learning objectives; determining, designing and producing study material; planning course/study Programme delivery.</li> <li>▪ Contribute to high quality learning experiences using a variety of teaching and learning methods.</li> <li>▪ Ensure that teaching is based on current best available practice and is consistent with a high standard of practice.</li> <li>▪ Provide academic and pastoral support to students in accordance with agreed procedures.</li> <li>▪ Manage student issues within agreed protocols.</li> <li>▪ Create learner portfolios to agreed target standards and ensure they are submitted on time.</li> <li>▪ Demonstrate efficient and effective operation of the teaching and assessment process in line with College policy relating to quality and the requirements of the awarding body representatives</li> <li>▪ Manage and maintain learner folders in line with audit requirements.</li> <li>▪ Undertake such other reasonable duties as the line manager may require from time to time and review this Job Description annually with the line manager.</li> <li>▪ Participate in the College’s appraisal process and to undertake any training that may be appropriate</li> <li>▪ Take appropriate responsibility to ensure the health and safety of self and others</li> <li>▪ Pursue the achievement and integration of equal opportunities throughout all The College’s activities</li> </ul> |

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|           | <ul style="list-style-type: none"> <li>▪ <b>*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.</b></li> </ul>   |
| <b>4.</b> | <p><b>Detailed Duties:</b><br/> <b>The following list is not exhaustive but seeks to encapsulate and cover the range and breadth of activities commensurate with the role.</b></p> <p><b>a) Duties falling within the scope of designated contact hours:</b></p> <ul style="list-style-type: none"> <li>• Scheduled teaching, student assignments and tutorials</li> <li>• Educational guidance and counselling</li> <li>• Supervision of learning programmes</li> <li>• Personal tutoring e.g., the carrying out of individual reviews with students, the delivery of group and individual tutorials.</li> <li>• Support activities as appropriate within the Learning Resource Centre</li> </ul> <p><b>b) Other Duties:</b></p> <ul style="list-style-type: none"> <li>• Preparation of Schemes of Work, lesson plans and assignment schedules</li> <li>• Preparation of learning materials and student assignments</li> <li>• Marking of students' work and assessments,</li> <li>• Preparation of reports on student progress for employers as appropriate</li> <li>• Participation in curriculum development activities</li> <li>• Participation in the recruitment of students and the student admissions process</li> <li>• Representation of the College at internal and external events and meetings</li> <li>• Attendance at consultation evenings, open evenings and award events</li> <li>• Completion of College paperwork in relation to student disciplinary matters</li> <li>• The application of all aspects of The College's quality processes, including (but not limited to) course reviews, self-assessment reports</li> <li>• Internal verification as necessary</li> <li>• Travel within the working day and between sites (if appropriate)</li> <li>• Attend staff development events as appropriate</li> <li>• Continually maintain and develop pedagogic skills, subject understanding and knowledge of awarding body and subject specification requirements; undertake and meet any relevant CPD requirements</li> <li>• Industrial/commercial and academic updating of professional and technical skills</li> <li>• Promotion of College activities</li> </ul> |
| <b>4.</b> | <b>Equal Opportunities</b>   |
|           | <p>The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College aims to provide an open welcoming and safe environment for all its students, employees and visitors.</p>   |
| <b>5.</b> | <b>Safeguarding</b>  |
|           | <p>The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.</p> <p>The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.</p>   |
| <b>6.</b> | <b>Further Information</b>   |
|           | <p>This Job Description and Person Specification are current as at <b>January 2019</b> and In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult your Line Manager directly. A copy of this Job Description and Person Specification is held with the Human Resources department.</p>   |

## Person Specification

| Criteria                      | Essential   | Desirable   |
|-------------------------------|---|---|
| <b>Knowledge</b>              | <ul style="list-style-type: none"> <li>▪ Knowledge of current evidence-based practice in field of expertise – Health and Social Care</li> <li>▪ Teaching/assessing experience in Health and Social Care</li> <li>▪ Knowledge of issues relating to equal opportunities and cultural diversity.</li> <li>▪ Knowledge of and commitment to Safeguarding Children and Vulnerable Adults legislation</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of teaching on Apprenticeships at a higher level.</li> <li>• Knowledge of changes within pre-registration nurse education and student assessment.</li> <li>• Mentoring and supervision standards</li> <li>• Specialization within a subject area</li> </ul>                     |
| <b>Experience</b>             | <ul style="list-style-type: none"> <li>▪ Experience of facilitating learning for students in Further or Higher Education or an appropriate workplace setting, for example Hospital/Care Home</li> <li>▪ Evidence of up to date knowledge and / or practice in relevant vocational area</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Knowledge of requirements of awarding bodies such as BTEC and City and Guilds.</li> <li>▪ Extensive experience of teaching a range of students in Further or Higher Education or an appropriate workplace setting.</li> <li>▪ Experience of being a mentor for nursing students</li> </ul> |
| <b>Skills &amp; Abilities</b> | <ul style="list-style-type: none"> <li>• Proven teaching skills at levels between 2-5 (FE)</li> <li>• Excellent organisational skills</li> <li>• Focused on team working</li> <li>• Flexible and adaptable attitude to working with students of all ages, primarily 16-18 year olds</li> <li>• Excellent communication skills</li> <li>• Proven ability to plan and organise own workload.</li> <li>• Ability to access and use relevant sources of research evidence.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Range of I.T. skills</li> <li>▪ Experience in the use of Virtual Learning Environments (VLE's)</li> <li>▪ Able to manage online portfolio systems</li> </ul>   |
| <b>Personal Attributes</b>    | <ul style="list-style-type: none"> <li>▪ Dynamic and innovative approach</li> <li>▪ A desire to form positive working relationships.</li> <li>▪ Flexible and adaptable attitude to working with students of all ages</li> <li>▪ Ability to cope positively with change</li> </ul>   | <p>Innovative thinking<br/>Self-managing and organized approach</p>   |
| <b>Qualifications</b>         | <ul style="list-style-type: none"> <li>▪ Teaching Qualification</li> <li>▪ Qualified Nurse with valid NMC registration</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Degree</li> <li>▪ IQA qualification (D34/V1/IQA)</li> <li>▪ Assessor Qualification (D32/D33/A1/V1 /AQA)</li> <li>▪ Mentor qualification</li> </ul>   |
| <b>Other Requirements</b>     | <ul style="list-style-type: none"> <li>▪ Willingness to take part in open evenings, employer liaison, and careers events</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Driving license and use of car</li> </ul>  |