#### BISHOP GROSSETESTE UNIVERSITY

### JOB DESCRIPTION

Title of Post: Lecturer in Health and Social Care

Grade: Grade 7

Responsible to: Programme Lead for Health and Social Care

Main purpose of the job

To undertake a range of teaching and other duties.

Key tasks

1. To contribute to the design, development and administration of programmes including the preparation of documentation and management of designated modules.

2. To contribute to the delivery of subject relevant content within the field of Health and Social and other courses within the department, where appropriate.

3. To participate in the assessment of students ensuring that assignments and examinations are set and marked in accordance with validated programme documents and the University’s assessment policies and insight of Quality measures.

4. To monitor student progression and achievement including Placements and during dissertations.

5. To provide appropriate support and advice to students whilst utilising, where appropriate other support mechanisms within the University.

6. To participate in the recruitment, selection and admission of students including Open Days, Taster Days and other related events.

7. To contribute to the processes of annual monitoring and periodic review.

8. To undertake research and scholarly activity in a relevant discipline.

9. To participate in external activities through membership of subject and professional associations and networks and liaison with other institutions and organisations.

10. To participate in the wider academic and professional life of the University through membership of committees, working groups and examination boards.

11. To participate in appropriate training and staff development activities alongside Annual performance reviews and programme action plans.

12. To undertake any other duties that may reasonably be required.

### PERFORMANCE MONITORING AND REVIEW

14. To agree objectives and targets with the Line Manager in accordance with University priorities and to participate in the staff appraisal process.

15. To provide written reports on activity as requested.

### HEALTH AND SAFETY

16. To discharge all relevant health and safety responsibilities.

### GENERAL

17. To maintain professional standards in relationships, including non-discriminatory practices.

18. To adopt a client-centred approach and to deal promptly and considerately with members of the public, staff and students.

### MAIN CONTACTS

Programme Leader

Head of School

Members of the programme team

### LIMITS OF AUTHORITY

The post-holder must operate within the University’s guidelines, procedures and regulations related to academic affairs.

The post-holder must operate within the University’s Financial Regulations, Diversity and Equality Policy, Race Equality Policy and other relevant University policies.

PERSON PROFILE

LECTURER IN HEALTH AND SOCIAL CARE

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|  | Core | Supplementary |
| Education/Qualifications and Special Training | A good first degree.Working towards a higher degree in a relevant subject. | A record of recent and relevant publication.Fellowship of the Higher Education Academy  |
| Knowledge and Skills | Relevant knowledge and understanding of the broad area of Health and Social Care suitable for teaching at undergraduate level, supported by relevant experience within the field.Relevant broad-based knowledge of the wider context of the current UK and Global Health and Social Care context.A wide-ranging network of contacts in the Health and Social Care sector.Excellent planning, teaching and assessment skills.Excellent drafting and editing skills.Excellent interpersonal skills.Good IT skills. | Additional specialist knowledge and skills which are of benefit to the wider activities of the institution, such as the ability to deliver CPD, to teach on alternative internal programmes.Be prepared to work towards Fellowship of the Higher Education Academy (Now Advance HE)Be prepared to work towards PGCHE or PGCert |
| Experience | Evidence of successful teaching of undergraduate students.Experience of working in the Health and Social care sector. |  |
| Personal Attributes | Conscientious, flexible, enthusiastic, and self-motivated.Creative and forward thinking in solving problems.Student focussed and willing to offer help and support and to be approachable.Prepared to develop personal expertise in new areas.Loyal, committed to the success of the University and willing to work hard to achieve it.Good personal organisation and meticulous attention to detail. |  |