

**JOB DESCRIPTION**

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| **Job Title:** | Lecturer |
| **Department:** | Academic Department |
| **Manager:** | Head of Department |

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| **Job summary:**The role of the lecturer is to convey their passion and enthusiasm for the subject they are teaching, create a welcoming environment, foster a sense of belonging and respect, encourage high performance, promote active engagement, promote critical thinking and intellectual curiosity and lay out from the beginning. Expectations of how the students should behave and interact in the syllabus by modelling professional standards. The role of the Technique Practice Lecturer is to:* Teach safe and effective Osteopathic technique and skills, relevant for the MOst programme.
* To pass on their practical skills, knowledge and experience of the taught subject to educate future osteopaths and support our osteopathic community.
* Encourage a reflective learning environment where students feel safe to practice and develop osteopathic skills ready to use with real patients.
* Support the student experience by giving constructive feedback and developing continued learning.
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| **Key responsibilities:*** Plan and provide an effective and structured teaching and learning framework for students consistent with the agreed syllabus and teaching and learning strategy.
* Develop and maintain knowledge of the MOst programme structure and the indicative content of the course and its associated assessment strategies.
* Upload a session-by-session overview of the course including any support materials and assessment information to the BCNO Group Learning Zone prior to the start of the academic year.
* Upload lesson plans in the prescribed format to the BCNO Group Learning Zone in advance of each session (minimum 24 hrs before the lecture).
* Design and produce effective learning resources in accordance with the BCNO Group learning strategy and upload them to the BCNO Group Learning Zone to support and enhance the learning experience of students.
* Give constructive and timely verbal and/or written feedback to students throughout the delivery of the course, irrespective of their level of achievement.
* Critically engage with current discourse in the subject area and cite relevant published source materials to complement teaching sessions, including but not limited to the Osteopathic Practice Standards.
* Use a range of teaching and learning methods to reflect the content, to accommodate students' different learning styles and to support the development of a critically reflective approach in students at all stages of their programme.
* Ensure that all teaching materials and resources comply with BCNO Group branding guidelines.
* Ensure that all material is properly referenced using the Harvard referencing system. All images used in presentations must by fully referenced and summarised at the end of each presentation in the copyright slide.
* Adhere to institutional copyright procedures in line with copyright law in the production of any course material.
* Submit exam papers, model answers and marking criteria to the Academic Registrar for all assessments within the required time frame.
* Mark and assess students' summative and formative written and practical assessment work as prescribed by the relevant course specification within the required time frame.
* Take registers and notify the Academic Registrar of any concerns regarding student attendance.
* Notify the Student Welfare Officer of any concerns relating to student welfare.
* Familiarise oneself with the Employee Handbook and in particular relevant academic, human resources and health and safety policies and procedures.

**For Practical lecturers only:*** Lead, engage and manage a team of teaching lecturing assistants including appraisals) to ensure that the module is delivered effectively.
* Organise and delegate teaching, learning and assessment tasks as appropriate.
* Video technique lectures and upload video materials relevant to the specific lecture within a week of the session taking place.

**All lecturers are required to participate in:*** The annual course and assessment development and review processes.
* The Professional Development Review scheme. This includes Teaching and Learning Observations, Peer Review and Appraisal.
* Staff development initiatives.
* Personal tutor scheme.
* Faculty meetings.
* In-class summative assessments for different courses, when reasonably requested.
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| **Dimensions:*** Osteopathic faculty must be registered with the GOsC.
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| **Experience & Qualifications Required:*** PGCertHE (or equivalent) or to agree to undertake a PGCertHE at the earliest opportunity.

***An enhanced DBS disclosure is a requirement of this role*** |

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| **PERSON SPECIFICATION - LECTURER** |
| **Qualifications/Experience** | **Essential** | **Desirable** | **How Assessed** |
| Applicants for any Osteopathic vacancy must be Osteopaths, registered with the GOsC |  |  | Application form |
| Previous teaching experience |  |  | Application form |
| Teaching Qualification (or willingness to undertake a PGCert) |  |  | Application form and Interview |
| Relevant Higher Degree |  |  | Application form |
| Recent involvement in relevant CPD course |  |  | Application form |
| A sound knowledge of the subject area |  |  | Application form and Interview |
| Experience of setting and marking summative and formative assessments |  |  | Application form and Interview |
| Experience of giving students feedback on their work |  |  | Application form and Interview |
| Experience of assessing students’ work |  |  | Application form and Interview |
| **Skills** |  |  |  |
| **Communication:** Excellent interpersonal and communication skills. All teaching is in English and your proficiency in the English language should be sufficient to meet the requirements of the role |  |  | Interview |
| Ability to demonstrate effective team working |  |  | Application form and Interview |
| **Teaching and Learning:**Evidence of* An understanding of different teaching and learning styles
* A passion and enthusiasm for the subject area
* An empathy for the student experience
 |  |  | Application form and Interview |
| **Personal Qualities** |  |  |  |
| * Commitment to high quality teaching and fostering a positive learning environment for students
* Commitment to continuous professional development
* Commitment to equal opportunity, equality and diversity
* Good knowledge and proficiency in IT skills ad in particular the use of IT as part of the learning experience
* Commitment to academic research
* The ability to work harmoniously with colleagues and students of all cultures and backgrounds
* Engagement with the scholarly/professional community
 |  |  | Application form and Interview |