

**JOB DESCRIPTION**

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| **Job Title:** | Lecturing Assistant |
| **Department:** | Academic Department |
| **Manager:** | Lecturer |

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| **Job summary:**The Lecturing Assistant must convey their passion and enthusiasm for the subject they are assisting with and support the lead lecturer in: * creating a welcoming environment
* fostering a sense of belonging and respect
* encouraging high performance
* promoting active engagement
* promoting 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

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| **Key responsibilities:*** Assist the lecturer in the planning and provision of an effective and structured learning framework for students consistent with the syllabus and programme documentation.
* Develop and maintain knowledge of the MOst programme structure and the indicative content of the course and its associated assessment strategies.
* Provide support to the lecturer as negotiated and agreed in advance of the lecture. The Lecturing Assistant should at all times represent and support the views of the lecturer.
* Engage with the course content on the learning zone including the session-by-session overview of the course, lesson plans, videos and any other learning resources, ensuring that they are fully prepared for each lecture.
* Provide support to as many students as possible during a lecture to help them to acquire, consolidate and develop practical skills taught in the lesson, taking into account different learning styles.
* Critically engage with current discourse in the subject area including but not limited to the Osteopathic Practice Standards
* Assist the lecturer in general course administration including taking the register (when required) and providing feedback on the course content in the Year Handbook(s) and as part of the Annual Course Review, at the end of the academic year.
* Assist in maintaining an atmosphere in the classroom that is conducive to learning.
* Assist in preparing students for assessments
* Participate in the student assessment process where agreed in advance, including giving student feedback and marking assessments.
* Attend relevant moderation meetings.
* Comply with health and safety requirements within the classroom..
* Abide by the conditions of confidentiality concerning the disclosure of student data and details.
* 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.

**All Lecturing Assistants are required to participate in:** * The Professional Development Review scheme. This includes 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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| **Committee attendance:** |

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| **Signature of role holder:** |  |
| **Name of role holder:** |  |
| **Date:** |  |

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|  **Lecturing Assistant Person Specification** |
|  | **Essential** | **Desirable** | **How assessed** |
| **Qualifications/experience:** |  |  |  |
| 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 PGCertHE) |  |  | Application form and interview |
| Relevant higher degree |  |   | Application form |
| Recent involvement in relevant CPD courses. |  |   | Application form |
| A sound knowledge of the subject area |  |  | Application form and interview |
| Experience of setting and marking summative and formative assessments |  |   |  |
| Experience of giving students feedback on their work |  |   |  |
| Assessment of student work |  |   |  |
| **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 at interview |
| Teaching and Learning - Evidence of* An understanding of different teaching, learning styles
* A passion and enthusiasm for the subject area
* An empathy for the student experience
 |  |  | Application form and at 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 and equality and diversity
* Good knowledge and proficiency in IT skills and 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 at interview |