

### **Job Description**

<b>Job Title:</b>	<b>Associate Lecturer in Social Work x4</b>
<b>Job Ref:</b>	<b>HED369</b>
<b>Campus:</b>	<b>Hendon (including remote working)</b>
<b>Grade:</b>	<b>Grade 6</b>
<b>Salary:</b>	<b>£31,834 - £36,508 (Inclusive of London Weighting)</b>
<b>Period:</b>	<b>2-year Fixed Term (in the first instance)</b>
<b>Reporting To:</b>	<b>Director of Programmes Social Work Partnerships and Workforce Development</b>
<b>Accountable To:</b>	<b>Head of Department</b>

### **Role Summary**

The role will typically be held by an emerging academic and is aimed at supporting delivery and enhancing the student learning and teaching experience, primarily for our Think Ahead PGDip/MA 2-year course specialising in Mental Health Social Work. The Associate Lecturer will work within the Social Work academic team.

### **Job Purpose**

The post holder will deliver teaching and learning activities to students in a variety of learning environments (physical and/or virtual), including teaching on the six-week summer institute at the Hendon Campus; deliver blended learning, including tutoring and support for students whilst they are on placement across England.

### **Main responsibilities**

#### **Learning and teaching**

- Deliver lectures/seminars/workshops as part of the suite of programmes/modules/study days within the Social Work academic team, with a specific focus on the Think Ahead programme.
- Supervise learning activities, including practical work; teaching students face to face and online.
- Support students on placements.
- Contribute to assessment activities and feedback.
- Develop learning resources.
- Participate in invigilation as required.

#### **Professional practice**

- Assist with professional practice activities where appropriate
- Engage in relevant professional practice to support personal development

**Research and knowledge transfer**

- Assist with research and/or knowledge transfer activities as appropriate.
- Engage in research and /or knowledge transfer to support personal development.

**Administration and management**

- Advise and coach colleagues.
- Adhere to University policies and processes.
- Assist programme teams to prepare all relevant handbooks
- Lead modules as appropriate
- Contribute to the effective recruitment and assessment of candidates (interviewing; open days etc)
- Contribute to effective and efficient running of department/school/faculty.

**Hours:** 35.5 hours per week for 52 weeks per annum; actual daily hours by arrangement. Some flexible working involving weekend or evening work will be required; the post holder will be assigned to at least one of five placement units which are located across England.

**Leave:** 30 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

**Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

## **PERSON SPECIFICATION**

**Post Title: Associate Lecturer in Social Work**

Essential Requirements

### **Knowledge, Skills and Experience**

- Professional social work qualification and current registration with the HCPC
- Appropriate academic qualifications and experience (normally a postgraduate degree and/or relevant professional qualification).
- An understanding of the current qualification and CPD framework for social work education
- Ability to deliver high quality teaching and facilitation of learning in practice and classroom settings, with due regard to working with vulnerable adults, including mental health and children and families.
- Evidence of teaching and supervising social work students
- Presentation and group facilitation skills, including the skills to present to large groups at all levels (internal and external to the organisation)
- Strives to promote the users' and carers' perspective
- Demonstrates a high standard of written and verbal communication
- Has necessary technical ICT Skills for teaching (i.e. information and communication technology literacy)
- Able to work under pressure
- Demonstrates effective time management and organisational skills
- Understanding of good professional practice in learning and teaching
- Evidence of intra-professional working
- Experience of undertaking audit, research and quality improvement
- Working knowledge and understanding of the principles and practice of HEI governance and QAA
- Understands national policy in relation to advancing and developing social work practice
- Proven ability to work on own initiative and as part of a team.

### **Desirable**

- Experience of working within a HEI environment
- Knowledge, skills and experience of delivering social work interventions in a mental health context e.g. motivational interviewing, systemic approaches and strengths-based methods.
- PGCertHE
- PhD/DProf



**No Parking at Hendon campus:** There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon Campus please ensure you can commute without using a car.

Information on public transport to Hendon can be found here:

[http://www.mdx.ac.uk/campus/campuses/docs/Hendon\\_campus\\_map.pdf](http://www.mdx.ac.uk/campus/campuses/docs/Hendon_campus_map.pdf)

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

Flexible working applications (including part-time working) will be considered.

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

If you wish to apply for this post please complete an application form found here:

<http://www.mdx.ac.uk/Assets/MUapform.doc>

Closing date for receipt of applications: see job advertisement

Interview date: see job advertisement

Please return the completed application form to: [recruit1@mdx.ac.uk](mailto:recruit1@mdx.ac.uk) or to The Recruitment Office, Middlesex University, Hendon Campus, The Burroughs, London, NW4 4BT.

Please note that all incoming post to Middlesex University is opened and scanned by our document handler, CDS, and then emailed to the recipient.

If you do not want your application form to Middlesex University processed in this way please email it to [recruit1@mdx.ac.uk](mailto:recruit1@mdx.ac.uk)

### **What Happens Next ?**

If you wish to discuss the job in further detail please contact either Lucille Allain Director of Programmes on [L.M.Allain@mdx.ac.uk](mailto:L.M.Allain@mdx.ac.uk), and Ed Carter, Programme Leader (Think Ahead) [e.carter@mdx.ac.uk](mailto:e.carter@mdx.ac.uk) . If selected for interview, you will hear directly from someone in the School/Service/Campus, usually within 3 weeks of the closing date. If you do not hear from us you may assume that your application was unsuccessful.

### **Postgraduate Certificate in Higher Education programme**

Staff who do not hold a teaching qualification in Higher Education may be required to undertake a PGCHE on appointment.

## **POST GRADUATE CERTIFICATE IN HIGHER EDUCATION**

Set out below are the conditions which apply to newly appointed academic or related staff in relation to the PG Cert Higher Education programme:

- all staff with a contract of more than two years duration and not less than 0.5 FTE are expected to complete the programme unless exempted at the time of appointment;
- other fractional staff and part-time hourly-paid staff may enroll on the programme subject to the normal University conditions concerning payment of tuition fees;
- exemption shall be granted to suitably qualified and experienced staff: *i.e.* 3 years full-time or equivalent or PG Cert HE or equivalent;
- normally staff should be expected to complete the PG Cert HE programme successfully within 24 months of enrolling;
- normally there will be an upper limit of four years to complete the programme successfully. If problems are identified at 30 months every effort will be made to resolve them at a staff development level;
- failure to complete the programme within four years may result in delayed grade progression within the University from Lecturer to Senior Lecturer and is likely to be considered negatively when candidates in such a position apply for promotion;
- staff must be given adequate time to complete the programme within an agreed time framework (*i.e.* normally within 24 months);
- staff will normally be given a time allocation of 0.1 FTE in order to participate in the programme;
- staff who do not complete the programme successfully within 48 months of enrolment without good cause shall not receive a further increment until they do successfully complete the programme;
- where exceptional circumstances apply staff should have the right to appeal to the Deputy Vice-Chancellor against a decision to withhold increments pending successful completion of the programme within four years.

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The following qualifications will be considered for exemption of new teaching staff from undertaking the PGCHE:

### **Either**

- Qualified teacher status: e.g. Registered teaching qualification recognised by SEDA, Bed, PG Cert E or further education qualification;
- DFEE registered teaching number (school based number);
- Recognised ENB (NURSING) teaching qualification.

**Or**

Three years full time teaching experience (subject to review following guidelines from ITLHE).

**Not Accepted**

General Adult Education cert. not accepted at present as it does not consider theories of learning, knowledge, needs, skills, and principles of learning.

**NB** Regardless of exemption, all new lecturers to the University MUST go through academic induction.

**Academic Professional Apprenticeships**

Newly appointed academic professionals, including Associate Lecturers, engaged in higher education teaching and/or research have for some years been required to undertake the PG Cert HE programme unless they hold an equivalent qualification or relevant experience. This is because Middlesex University is committed to the professionalisation of teaching in higher education through recognition and the celebration of good practice in learning and teaching. The PG Cert HE carries academic credit, not only for articulating and demonstrating the scholarship of teaching and learning but, of equal importance, for evidence from practice which convincingly underpins espoused theory.

From September 2018, subject to eligibility criteria, Academics without a teaching qualification are now required to undertake the Academic Professional Apprenticeship or the PG Cert HE as appropriate. Key points *(please refer to the Academic Professional apprenticeship Guidelines for more detailed information)* <https://www.intra.mdx.ac.uk/key-information/academic-professional-apprenticeship>

- Employees will follow a Teaching or Research route dependent on the focus of their main post'
- The Academic Professional Apprenticeship is expected to be completed over 18 to 24 months.
- Employees working less than 0.8 FTE will have the duration of the Apprenticeship extended.
- 20% of the contractual time is set aside for off the job Training (7 hours a week).
- Applicants will be auto-registered on the Apprenticeship in October or January following their employment.
- The Apprenticeship is managed by the School of Health and Education
- Applicants have 2 years to successfully complete the programme.

**Guidance Table**

Considerations	Answer
Does applicant already have a teaching Qualification?	If yes, no further action is required. If applicant does not already have a teaching qualification and is a UK or EEA national (who has been in the UK for at least 3 years) they will be auto registered onto the Academic Professional Apprenticeship.

Is applicant a UK or EEA national (who has been in the UK for at least 3 years) ?	If Applicant does not meet the requirements ( <i>i.e although they have the right to work but have not been in the UK for 3 years</i> ), they will be required to undertake the PG Cert HE as they will not be eligible to be an apprentice.
When are applicants expected to start the programme?	If Applicant commences employment before September, they will commence the programme in September. Applicants who commence employment after September but before January, will commence in January.
Are applicants able to request a deferral?	Any permission for deferral will be given by the Dean.