

Job Description

Job Title: Associate Lecturer in Mental Health

Job Ref: HED406

Campus: Hendon

Grade: Grade 6

Salary: £32,407- £37,165 per annum incl. of Outer London Weighting

Period: 2 years fixed term

Reporting To: Director of Programmes Mental Health

Accountable To: Head of Department

Role Summary

The role will typically be held by an emerging academic. The role will provide support to academics and is aimed at enhancing the student learning and teaching experience. The Associate Lecturer will work within the Mental Health Cluster academic team and across the Department as required.

Job Purpose

To facilitate student learning and teaching with engagement in a variety of learning activities, both in the classroom and virtually. To provide appropriate advice and/or support to students to promote effective learning.

Main responsibilities

Learning and teaching

- Deliver classes/seminars/workshops as part of the suite of programmes/modules within the Mental Health academic team/Department.
- Supervise learning activities, including practical work. Coach students face to face and online.
- 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, knowledge transfer and

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

Administration and management

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- Advise and work with colleagues.
- Adhere to University policies and processes.
- Assist programmes to prepare all relevant handbooks.
- Contribute to the effective recruitment and assessment of candidates (interviewing; open days etc)
- Contribute to effective and efficient running of Faculty/Department.

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.

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 Mental Health

Essential Requirements

Knowledge, Skills and Experience

- MSc Psychology postgraduate degree
- Interest in developing knowledge and expertise in Cognitive Behavioural Therapy (CBT) and Motivational Interviewing (MI) with some previous experience of practice and /or delivery of training
- Successful track record of working within a HEI or practice environment
 - Presentation and group facilitation skills, including presenting to large groups
 - Strives to promote the users' and carers' perspective
 - Demonstrates a high standard of written and verbal communication
 - Demonstrates a good level of computer literacy and digital skills
 - Demonstrates effective time management and organisational skills

- Understanding of good professional practice in learning and teaching
- 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 mental health practice
- Proven ability to work on own initiative and as part of a team.

Desirable

- 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

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.

This post is exempt from the Rehabilitation of Offenders Act 1974 and requires a Disclosure and Barring Service certificate. You are therefore required to disclose details of any criminal record. ALL criminal convictions, cautions, reprimands or final warnings, even if they would otherwise be regarded as spent under this Act must be disclosed, as well as any other information that may have a bearing on your suitability for the post, including pending prosecutions.

The University will apply for a DBS certificate before your appointment is confirmed.

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

Closing date for receipt of applications: see job advertisement

Interview date: see job advertisement

What Happens Next ?

If you wish to discuss the job in further detail please contact Adrian Jugdoyal, Director of Programmes (Mental Health) – a.jugdoyal@mdx.ac.uk or Head of Department Dr Lucille Allain – l.m.allain@mdx.ac.uk

Academic Professional Apprenticeships (APA) (updated January 2020)

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>

- 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 approximately).
- Applicants will be auto-registered on the Apprenticeship in October or January following their employment.
- Exemptions for prior learning can be considered, if some modules have been completed.
- The Apprenticeship is managed by the Education Department.
- Applicants have 2 years to successfully complete the programme.
- Staff completing the apprenticeship will be awarded: the Academic Professional Apprenticeship, the PG Cert Higher Education and Fellowship of the Higher Education Academy (FHEA).

Guidance Table

Considerations	Answer
Prior Qualifications Does applicant already have a teaching Qualification? PG Cert HE, FE etc or has 3 years teaching experience in HE.	If yes, no further action is required. If No, they will be required to do the APA
Is applicant a UK or EEA national or a non UK or EEA national who has been in the UK for at least 3 years?	If yes, the applicant will be required to do the APA. If No, they will be required to undertake the PG Cert HE as they will not be eligible to do the APA
Level 2 English & Mathematics (GSCE) Has the applicant completed level 2 English & Mathematics or equivalent? (Evidence will need to be provided).	If yes the Applicant will be able to do the APA. If No, the Applicant will be required to undertake the PG Cert HE, as they are not eligible to do the APA.
Part Qualified Has the applicant already commenced a PG Cert HE, FE Programme in another institution and completed some of the modules?	The applicant will still be required to complete the APA and may be given credit for the modules already completed. The recognition of prior learning (RPL), may reduce the overall time to complete the Apprenticeship. However, all apprenticeships must be undertaken over a period of at least twelve months.
Start date When are applicants expected to start the programme?	If the 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.
Deferral	Approval for deferral will be given by the Executive Dean or Head of School.

Are applicants able to request a deferral?	
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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.

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.

If you wish to discuss the job in further detail please contact Lucille Allain, Head of Department at L.M.Allain@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.

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