

## Job Description

<b>Job Title:</b>	<b>Associate Lecturer - Practice Learning Fellow (Social Work)</b>
<b>Job Ref:</b>	<b>HED446</b>
<b>Campus:</b>	<b>Hendon</b>
<b>Grade:</b>	<b>Grade 6</b>
<b>Starting Salary:</b>	<b>£33,879 per annum inclusive of Outer London Weighting rising to £38,854 incrementally each year.</b>
<b>Hours:</b>	<b>35.5 hours per week, actual daily hours by arrangement</b>
<b>Period:</b>	<b>18 months (local authority secondment available with employer's agreement on a matching salary)</b>
<b>Reporting to:</b>	<b>Director of Programmes</b>
<b>Accountable to:</b>	<b>Head of Department, Mental Health and Social Work</b>

### **Role Summary**

This is an exciting opportunity for an experienced, Social Work England registered social worker wanting to develop their academic career while maintaining strong links with professional practice learning activities. The role holder will spend much of their time supporting social work practice learning and the rest of their time supporting student learning and teaching within our Social Work programmes.

### **Job Purpose**

The purpose of the role is to work with our Social Work academic team in the development of innovative approaches to supporting professional practice learning. This will include tutoring and supporting students in their practice placements and supporting teaching and learning in skills and interventions within the University setting both on campus and on-line. To also provide appropriate advice and/or support to students to promote effective learning.

### **Main responsibilities**

#### **Learning and teaching**

- Deliver tutorials/classes/seminars/workshops within an established course and academic team.
- Supervise learning activities, across a range of settings.
- Coach students (face to face and online), to help them progress through their placements.
- Contribute to assessment activities and feedback – in practice placements and within the University.
- Develop learning resources

#### **Professional practice**

- Assist with professional practice activities where appropriate
- Engage in relevant practice 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 work with colleagues.
- Complete relevant placement paperwork e.g. placement reports, and maintaining accurate records of placements grades and key dates for example.
- 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:** The duties and responsibilities of an Associate Lecturer are wide-ranging. You will be expected to work hours as are reasonably necessary to fulfill your duties and responsibilities.

**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 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: Practice Learning Fellow (Social Work)**

Essential Requirements

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

- Current SWE registration and currently practising as a social worker.
- Appropriate academic qualifications (normally minimum of BA or MA – if BA –with an interest in working towards a postgraduate qualification).
- Experience of acting as Practice Educator/Supervisor or mentor in a practice setting.
- Some experience and ability in delivering high quality teaching, training, mentoring or practice supervision in practice and /or in a university context.
- Understanding of relevant academic professional practice in social work including student assessment.
- Proven ability to work on own initiative and as part of a team.
- Demonstrable commitment to fairness and the principles of equality and inclusion.

**Fixed Term Contract**

This temporary appointment is for the following allowable reason:

Short term funding available for post

**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:

<https://www.mdx.ac.uk/get-in-touch/directions-london>

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

**We value diversity and strive to create a fairer, more equitable work environment for our staff and students.**

**We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.**

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

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.

**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:

Professional Lead & Director of Programmes: Dr. Helen Hingley-Jones ([H.Hingley-Jones@mdx.ac.uk](mailto:H.Hingley-Jones@mdx.ac.uk)), or:

Director of Programmes: Diane Apeah-Kubi ([D.Apeah Kubi@mdx.ac.uk](mailto:D.Apeah Kubi@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
<b>Prior Qualifications</b> 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 <b>non UK</b> 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
<b>Level 2 English &amp; Mathematics (GSCE)</b> 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.
<b>Part Qualified</b> 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.
<b>Start date</b> 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.
<b>Deferral</b> Are applicants able to request a deferral?	Approval for deferral will be given by the Executive Dean or Head of School.

### 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.