

## JOB DESCRIPTION

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|------------------------|---|
| <b>Job Title:</b>      | <b>Lecturer in Social Work (Practice): Think Ahead Programme</b>  |
| <b>Job Ref:</b>        | <b>HED458-R</b>   |
| <b>Campus Base:</b>    | <b>Hendon</b>   |
| <b>Grade:</b>          | <b>Grade 7</b>  |
| <b>Salary:</b>         | <b>£39,942 per annum - inclusive of Outer London Weighting rising to £45,882 incrementally each year.</b> |
| <b>FTE:</b>            | <b>1</b>  |
| <b>Period:</b>         | <b>20 Months Fixed Term Contract</b>  |
| <b>Reports to:</b>     | Director of Programmes, Social Work, Think Ahead  |
| <b>Accountable to:</b> | Head of Department, Department of Mental Health and Social Work   |

### **Role Summary**

An experienced social worker who is also a qualified Practice Educator, with postgraduate qualifications and a credible track record of influencing their field of practice - including in tutoring and mentoring - will hold the role. This will be combined with a contribution to academic leadership within the Think Ahead social work programme, Department of Mental Health and Social Work.

### **Job Purpose**

To conduct learning and teaching, research and knowledge transfer to the benefit of students, the Faculty, University and the wider community.

### **Main responsibilities**

#### **Learning and teaching**

- Delivery of high-quality teaching to social workers undertaking post-graduate study in practice education (PEPS 1 and 2) and other CPD modules. Plus, teaching Think Ahead modules, including students studying on the MA/PG Dip Social Work programmes.
- Design, develop and evaluate courses and programmes
- Identify best and innovative practice in social work professional education, learning and teaching and build it into personal teaching practice
- Ensure that practice and knowledge of the social work field informs teaching practice
- Contribute actively to initiatives which identify new and best practice in teaching and learning as it relates to social work practice and promote it across the Faculty and Think Ahead.
- Ensure that professional social work practice and current research developments are built into the curriculum.
- Take lead responsibility for a programme area as required

- Enhance student experience and outcomes

### **Professional practice and knowledge transfer**

- Contribute to the improvement of social work professional standards and practices, through advice, investigation, publication and involvement in initiatives
- Provide professional advice and services to external stakeholders which attract external income
- Participate in and build networks, to develop professional profile and enhance the University's connections in the area of social work and related activity
- Support colleagues in research and knowledge transfer initiatives
- Supervise undergraduate and postgraduate students.

### **Academic Leadership and Management**

- Lead learning and teaching activities in a particular area as agreed, e.g. programme leadership
- Manage professional practice, research and knowledge transfer projects
- Contribute to cross-Faculty activities, such as student recruitment, induction, assessment, national and international partnerships
- Advise and coach colleagues
- Manage allocated people and resources as delegated
- Undertake other activities, as required

**Hours:** The duties and responsibilities of a Lecturer are wide-ranging. You will be expected to work hours as are reasonably necessary in order to fulfill your duties and responsibilities.

**Leave:** 35 days per annum plus six extra University days taken in conjunction with Bank Holidays.

**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:** Lecturer (Practice) in Social Work -Think Ahead

Essential Requirements

### Knowledge, Skills and Experience

- Professional social work qualification and current registration with Social Work England plus appropriate academic qualifications at postgraduate level (Practice Education, PEPS 1 & 2, MA/MSc, PG Dip).
- PG Certificate in Learning and Teaching, Higher Education and Fellow of HEA or committed to working towards this
  - Proven ability to deliver high quality teaching focused on practice education and social work interventions and experience of delivery in a college, HEI or local authority environment.
  - Knowledge and experience of current UK social work practice with the ability to teach and supervise at masters level
  - Proven ability to co-ordinate and deliver as a 'programme leader' for academic programmes
  - Evidence of knowledge of university quality assurance processes and professional standards of Social Work England and BASW
  - Track record of innovation in teaching and learning, reflected in design, delivery and promotion of good professional practice
  - Ability to engage students and staff, and to motivate them to perform at their best
  - The necessary technical ICT Skills for teaching (i.e. information and communication technology literacy) and knowledge in the area of media pedagogy for the design of eLearning (e-learning competencies)
  - Track record of high-quality partnership networking and development
- Evidence of ability to attract funding for projects/new initiatives or research and CPD. Evidence of interest in research and/or dissemination of published research and practice outputs in academic publications relevant to social work.
- Demonstrable commitment to fairness and the principles of equality and inclusion

Desirable

- Experience and/or qualifications in BIA, AMHP plus systemic training and practice

**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 post in further detail please contact: Edd Carter, Director of Programmes at [e.carter@mdx.ac.uk](mailto:e.carter@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><br>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.<br>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.<br>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><br>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><br>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><br>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><br>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.