

## Job Description

**Job Title:** Lecturer (Practice) in Social Work  
**Job Ref:** HED497  
**Campus:** Hendon  
**Grade:** Grade 7  
**Starting Salary:** £ 41,990 per annum pro rata inclusive of Outer London Weighting rising to £48,228 incrementally each year.

**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.

**FTE:** 0.5

**Period:** Temporary

**Reporting To:** Director of Programmes Think Ahead

**Accountable To:** Head of Department

### **Role Summary**

The role will be held by an experienced social work practitioner with an interest in developing their role as a practice academic. The post holder will join an established and supportive academic group who teach on the Think Ahead programme- a national mental health social work programme.

### **Job Purpose**

The post holder will deliver learning, teaching and tutoring to Think Ahead students who are on placement across England. The post therefore requires some travel to placement areas across England plus some on Campus teaching at our London, Hendon campus. The hybrid-working model of online and on campus teaching with regional recall days and a Summer Institute means that interested candidates may be based in London or in our regional areas including: the Midlands, North West or North East of England.

### **Main responsibilities**

#### **Learning and teaching**

- Deliver high quality teaching to students
- Contribute to the design, development and review of teaching activities and materials
- Identify best and innovative practices in professional social work education, learning and teaching and build them into personal teaching practice
- Maintain an understanding of professional practice in social work to inform social work teaching practice

- Contribute to course/programme review and design
- Give effective advice, guidance and feedback to students, to support their academic progress
- Enhance student experience and outcomes

#### **Practice and knowledge transfer**

- Engage in professional practice activities, such as the provision of advice and/or training to professional groups
- Develop and maintain a network of professional contacts in the sector and the wider social work community
- Engage with and maintain personal social work practice knowledge and contribute to dissemination across Team, Department, Faculty and University
- Continually update own knowledge in the field of specialism related to the social work discipline

#### **Academic Leadership and Management**

- Lead learning and teaching activities in a particular area as agreed
- Contribute to the administration of the academic programme, by supporting student recruitment, induction etc.
- Advise and coach colleagues
- Undertake other activities, as required

#### **Fixed Term Contract**

This temporary appointment is for the following allowable reason:

Short term funding available for post.

If you are applying as an internal candidate to do the temporary post as a secondment please discuss this with your line manager first and read our [Secondment Guidelines](#).

**Leave:** 35 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:**                    **Lecturer (Practice) in Social Work**

Essential Requirements

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

- Professional social work qualification and current registration with Social Work England
- Appropriate academic qualifications at postgraduate level (normally a Masters, Pg Dip or equivalent)
- Experience of teaching and supervising social work students within an academic or practice environment as a Practice Educator or mentor
- Ability to deliver high quality teaching and facilitation of learning within a HEI environment and practice settings
- Ability to be able to teach and supervise students at undergraduate and masters level
- Evidence of practice performance and practice-related outputs with a track record of high-quality partnership networking and development
- A strong understanding of the current qualification and CPD framework for social work education
- Track record of innovation in teaching and learning and practice with ability to engage students and motivate them to perform at their best
- The necessary technical ICT Skills for teaching including use of e-learning strategies and tools alongside excellent verbal and written communication skills
- Commitment to completing training in academic practice
- Direct and relevant practice experience within the UK context in working within mental health, adults and/or children and family's statutory settings.
- Demonstrable commitment to fairness and the principles of equality and inclusion

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.
- Qualified as a Best Interests Assessor and/or Approved Mental Health Practitioner PGCertHE
- PhD/DProf

### **Parking at Hendon campus**

There are currently *Regular Parking Permits and Pre-Paid Parking options* available to new joiners. *Further details are available on the Travel and transport page on the staff intranet. Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.*

### **Information for Disabled Staff**

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

## **Public Transport**

Our Hendon Campus is well served by public transport with buses, London underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL ([www.tfl.gov.uk](http://www.tfl.gov.uk)) and have a look at our directions and location to help plan your travel: <http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme 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.

### Standard paragraphs for posts requiring a DBS certificate

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.

## **What Happens Next ?**

If you wish to discuss the job in further detail please contact either Prof Lucille Allain, Head of Department [l.m.allain@mdx.ac.uk](mailto:l.m.allain@mdx.ac.uk); or Edd Carter, Director of Programmes (Think Ahead) [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> Does applicant already have a teaching Qualification? PG Cert HE, FE etc or has 3 years teaching experience in <b>HE</b> .	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.