

Job Description

Job Title: Associate Lecturer Social Work/Social Care/Psychology
Job Ref: HED508
Campus: Hendon
Grade: 6
Starting Salary: £36,841 per annum pro rata inclusive of Outer London Weighting rising to £42,064 incrementally each year.
Hours: 21.3 hours per week, actual daily hours by arrangement
Period: Temporary – 24 months
Reporting To: Director of Programmes Social Work

Accountable To: Head of Department

Role Summary

The role will be held by an emerging academic with social work/care or child / adult psychology practice experience. The role will provide support to academics and is aimed at enhancing the student learning and teaching experience as part of BA, MA and Social Work apprenticeship programme. The Associate Lecturer will work within the Social Work 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 Social Work academic team including undertaking 'tri-partite agreement meetings' for students on placements as part of the BA Social Work Apprenticeship programme.
- Supervise learning activities, including practical work. Coach students face to face and online.
- Contribute to assessment activities and feedback
- Develop learning resources

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 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.

Leave: 30 days per annum (pro-rata) 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: Associate Lecturer in Social Work/Social Care/Child Psychology

Essential Requirements

Knowledge, Skills and Experience

- MA/MSc Social Work qualification and registration with Social Work England or MSc /PhD Psychology postgraduate degree
- Ability to deliver high quality teaching and facilitation of learning within a HEI environment and/or practice settings
- Knowledge of one or more areas of practice, such as child and family social work practice, adult social work and mental health including apprenticeships
- Understanding and knowledge of interventions such as systemic family therapy approaches with some previous experience of practice and /or delivery of training across psychological therapies
- Successful track record of working within a practice environment or HEI
 - 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
- Working knowledge and understanding of the principles and practice of HEI governance and QAA
- Proven ability to work on own initiative and as part of a team.
- Demonstrable commitment to fairness and the principles of equality and inclusion

Desirable

- Registered social worker with Social Work England
- PGCert HE
- PhD/DProf

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](#).

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) 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 apply for this post please return to the portal and click on Apply Online.

If you wish to discuss the posts in further detail please contact: Associate Prof essor (Practice) Social Work & Director of Programmes, Diane Apeah-Kubi (d.apeah-kubi@mdx.ac.uk), or Associate Professor in Social Work, Dr. Helen Hingley-Jones (h.hingley-jones@mdx.ac.uk).

POST GRADUATE CERTIFICATE IN HIGHER EDUCATION

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

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.

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