

Job Description

Job Title: Associate Lecturer in Social Work
Job Ref: HED523
Campus: Hendon
Grade: 6
Starting Salary: £37,357 per annum inclusive of Outer London Weighting rising to £42,653 incrementally each year.
Hours: 35.5 hours per week, actual daily hours by arrangement
Period: Temporary
Reporting to: Directors of Programmes
Accountable to: Head of Department, Mental Health and Social Work

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 and teaching. 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 online. 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 fulfil 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: Associate Lecturer in 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, ideally an 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:

- To cover secondment

Therefore, this appointment has a defined end date, or when the substantive job-holder returns to the job, whichever is soonest.

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, 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 Dr Helen Hingley-Jones (Professional Lead & Director of Programmes) at h.hingley-jones@mdx.ac.uk or Diane Apeah-Kubi (Director of Programmes) at d.apeah-kubi@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.