

### Job Description

<b>Job Title:</b>	<b>Lecturer in Social Work</b>
<b>Job Ref:</b>	<b>HED524</b>
<b>Campus:</b>	<b>Hendon</b>
<b>Grade:</b>	<b>Grade 7</b>
<b>Starting Salary:</b>	<b>£43,811 per annum pro rata (for part-time staff) inclusive of Outer London Weighting rising to £50,136 incrementally each year.</b>
<b>Hours:</b>	<b>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.</b>
<b>FTE:</b>	<b>0.8</b>
<b>Period:</b>	<b>Temporary</b>
<b>Reporting To:</b>	<b>Director of Programmes Social Work</b>
<b>Accountable To:</b>	<b>Head of Department</b>

#### **Role Summary**

The role will be held by an experienced social work practitioner and developing academic who combines professional practice knowledge with experience of learning and teaching. The Lecturer will work within the Social Work Cluster academic team teaching across a range of programmes with some academic leadership of a discreet area within the team.

#### **Job Purpose**

The post holder will deliver learning, teaching, tutoring and assessment within the social work academic cluster group. The post holder will draw on their practice knowledge to deliver research-informed teaching and contribute to CPD and knowledge transfer. Duties will include opportunities to teach across the social work programmes, both undergraduate and postgraduate, including CPD.

#### **Main responsibilities**

##### **Learning and teaching**

- Deliver high quality teaching, assessment, feedback and guidance to students to support their academic progress and enhance their experience
- Design, develop and review teaching activities and materials
- Identify best and innovative practices in professional social work training, learning and teaching and build them into personal teaching practice
- Maintain an understanding of professional practice in social work to inform personal teaching practice
- Contribute to course/programme design and review and professional regulatory inspections

- Ability to take lead responsibility for modules and a programme area as required

### **Practice and knowledge transfer**

- Reflect on professional standards and practices and contribute towards team and partner discussions
- Engage in professional practice activities, such as the provision of advice and/or training to social work partners

### **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 induction, timetabling and planning
- Advise and coach colleagues
- Undertake other activities, as required

### **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](#).

**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 in Social Work

Essential Requirements

### Knowledge, Skills and Experience

- Professional social work qualification and current registration with SWE
- Experience of working within a HEI environment
- Experience of teaching and supervising social work students
- Ability to deliver high quality teaching and facilitation of learning within a university environment
- A strong understanding of the current qualification and CPD framework for social work education, along with professional regulation
- Track record of partnership networking and development
- The necessary technical ICT Skills for innovative teaching resulting in positive outcome for students
- Direct and relevant social work practice experience within the UK context
- Demonstrable commitment to fairness and the principles of equality and inclusion.

Desirable

- Previous programme leadership experience
- Experience of delivering interventions such as motivational interviewing, systemic approaches, CBT, and/or strengths-based approaches
- Experience of liaising/teaching practice educators and/or other qualified staff
- Post-qualifying qualifications: Practice education (1 & 2), BIA and/or AMHP
- PG Cert Higher Education
- 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 Dr Helen Hingley-Jones (Professional Lead & Director of Programmes) at [h.hingley-jones@mdx.ac.uk](mailto:h.hingley-jones@mdx.ac.uk) or Diane Apeah-Kubi (Director of Programmes) at [d.apeah-kubi@mdx.ac.uk](mailto:d.apeah-kubi@mdx.ac.uk)

#### **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 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.

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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.