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| **Post ref:** | KU0000 |



Lecturer (Education and Scholarship) in Prosthetics & Orthotics

## Job Description

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| **School/Ri/Directorate:** | School of Allied Health Professions |

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| **Responsible to:** | Head of School |

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| **Responsible for:** | N/A |

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| **Grade:** | Grade: 8 Incremental Scale: Yes Starting Salary: £42,793 |  | **Hours:** | Full time |

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| **Role Summary:** |
| To undertake teaching, administration and other activities assigned by the Head of School. You will support across a range of areas and curricula in the School of Allied Health Professions, taking particular responsibility for the Prosthetics and Orthotics programme delivery. |

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| **Main Duties and Responsibilities:** |
| **Work Processes and results**   * To teach as a member of a teaching team in a variety of settings from small group tutorials to large lectures. * To identify the needs of the students and define appropriate learning objectives. * To design and deliver lectures, seminars and practical classes across the undergraduate and postgraduate programmes using appropriate teaching, learning support and assessment methods. * To supervise student projects at undergraduate level. * To supervise student projects at postgraduate level. * To provide pastoral support to undergraduate and postgraduate students. * To provide leadership for the development of modules and programmes that supports the School portfolio**.** * To engage actively in the clinical education component of the course including visiting students in the clinical setting. * To engage actively in programme assessment, including marking and organisation of assessments. * To undertake defined administrative responsibilities. * To comply with professional and regulatory quality assurance requirements. * Participate actively in School income generation and promotional, innovation and enterprise activities. * Participate in student recruitment including Open and Visit Days and interviewing prospective students. * Act as Year co-ordinator. * To undertake defined management responsibilities. * Contribute to the accreditation of programmes and quality control processes. * **I**dentify areas where current provision is in need of revision or improvement. * Develop ideas for generating income and promoting the subject. * Possess sufficient breadth / depth of specialist knowledge in the discipline to develop teaching programmes and the provision of learning support. * Use a range of delivery techniques to enthuse and engage students. * Balance the pressures of teaching and administrative demands and competing deadlines.   **Scholarship**   * Reflect on practice and the development of own teaching and learning skills. * Conduct individual or collaborative scholarly projects. * Extend, transform and apply knowledge acquired from scholarship to teaching and appropriate external activities. * Develop and produce learning materials and disseminate the results of scholarly activity.  Team Work  * To work with colleagues across the School to perform the teaching and administrative duties required. * To be an active member of programme teams participating in developmental activities, including programme review and evaluation. * To attend and contribute to School meetings and working groups. * Participation in relevant staff appointments panels. * Participation in student recruitment and selection processes e.g. interviewing applicants, student examination processes (exam question writing, standard setting, emendation, examining), student engagement exercises e.g. staff student liaison committees. * Participation in School team activities as requested, such as Open and Visit Days, Community Day, Outreach and Widening Participation events. * Participation in planning and/ or team meetings relating to the post.  Communication / Documentation  * Communicate effectively across a wide range of audiences. * Liaise, establish and maintain positive links with external agencies and providers. * To adhere to regulations and procedures relating to data protection and information security.  Personal Development / PerformanceDemonstrate a commitment to continuing Personal/Professional Development.  * Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives*.* * Adhere to the University's environmental policy and procedures and seek to promote environmental sustainability within area of responsibility.  Equality, Diversity, Health and Safety and Strategy  * A strong commitment to the principles and practice of equality and diversity * Thorough understanding and application of the Dignity and Respect Framework * Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work. * Co-operate with Keele University in ensuring as far as is necessary, that Statutory Requirements, Codes of Practice, University Policies and School/Departmental health and safety arrangements are complied with. |

*This job description is not intended as an exhaustive list of duties or a restrictive definition of the post but rather should be read as a guide to the main priorities and typical areas of activity of the post-holder. These activities are subject to amendment over time as priorities and requirements evolve and as s*uch it *may be amended at any time by the line manager following discussion with the post holder.*

This post may meet the relevant criteria to allow the University to issue a Certificate of Sponsorship to individuals who wish to come to work in the UK through the Skilled Worker Points Based Immigration System. For information on the sponsorship system, please visit the UK Visas and Immigration website at <https://www.gov.uk/government/organisations/uk-visas-and-immigration>. You are advised to assess your circumstances against the criteria set out in the UKVI policy guidance, available at <https://www.gov.uk/browse/visas-immigration>. UK NARIC provides advice and guidance on international qualifications at [UK NARIC Visas and Nationality](https://www.naric.org.uk/visasandnationality)

Please note this appointment is subject to both medical clearance by the University’s Occupational Health provider and a satisfactory Disclosure and Barring Service check.

**References**

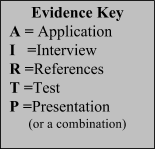
You are asked to provide details of two referees (three if you are applying for an academic or research post), including your current or most recent employer, on your application form. Referees should be able to comment on your work and/or educational background and may be approached before interview. In providing these details you are giving the University permission to request personal information about you from your referees, which may include confirmation of your previous salary, disciplinary and work history.

**Disability Confident**

Keele University is committed to taking positive steps to employ, keep and

develop the abilities of disabled staff and has been awarded the disability symbol. We undertake to offer all applicants with a disability and **who meet the minimum essential criteria** an interview. If you wish to be considered under this scheme, please indicate this by selecting ‘Yes’ in the Guaranteed Interview Scheme Section of your application. You can also provide specific information of any requirements/adjustments you may require to assist you during the recruitment process within this section. For advice or guidance please contact the Recruitment Team email: [vacancies@keele.ac.uk](mailto:vacancies@keele.ac.uk).

The information you provide on your application will be forwarded to the recruiting area so that they may consider whether they can facilitate your requested adjustments. ***Please note that if you do not indicate that you wish to be considered under the Disability Confident scheme in your application, you will not be considered under this Scheme.***

****Lecturer (Education and Scholarship)   
in Prosthetics & Orthotics

## Person Specification

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| **Criteria**  **Headings** | **Essential** | **Evidenced**  **by** | **Desirable** | **Evidenced**  **by** |
| **Qualifications/**  **Education/**  **Training** | * Degree in Prosthetics & Orthotics (or equivalent) * Higher degree in an area that supports the School profile and strategic direction * Relevant professional membership * HCPC registration | A  A  A  A | * PhD/ Professional doctorate in an area that supports the School profile and strategic direction * Teaching qualification e.g. HEA fellowship | A  A |
| **Experience** | * Experience of teaching and assessment in higher education * Experience of working with healthcare students * Prosthetics & Orthotics expertise * Evidence of self-development * Demonstrable organisational abilities * Experience of working with other professional or academic disciplines * Ability to contribute to core elements of the School’s curriculum * Experience of providing clinical supervision * Evidence of participation in scholarly activity | A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I | * Experience of providing pastoral care to students * Experience in supporting student learning in Higher Education * Experience of contributing to educational and clinical programmes in specialist area of practice * Innovative use of IT/ technology in learning environments | A&I  A&I  A&I  A&I |
| **Skills/**  **Aptitudes/**  **Competences/** | * Effective communication (oral and written) skills, presentation and training skills * Excellent interpersonal skills * Ability to work independently and as part of a team on teaching programmes * Ability to initiate, plan, organise, implement and deliver programmes of work * Competency in IT/ use of technology in administration | A & I & P  A & I & P  A & I  A & I  A & I & P | * Proficiency in the use of IT in administration, scholarship and the enhancement of learning and teaching | A & I |
| **Other** |  |  |  |  |

**For full post details and to apply, please visit:** [**www.keele.ac.uk/vacancies**](http://www.keele.ac.uk/vacancies)

**Keele University employees wishing to apply for this vacancy should login to Employee Self Service and click on the 'View current vacancies' link.**

**Closing date for applications: 24th May 2021**

**Post reference: KU00001703**

**Promoting Equality, Valuing Diversity**





