

# Job Description

<b>Post Title:</b>	Veterinary Nursing Lecturer
<b>Responsible to:</b>	Academic Manager – Head of Veterinary Nursing Huntingdon
<b>Responsible for:</b>	Lecturing across a range of courses Providing Student support
<b>Location:</b>	Principal site: Huntingdon Centre
<b>Hours of Attendance:</b>	Normally 37.5 hours per week. The appointee will be expected to work flexibly to meet the requirements of the post.

## **Responsibilities to include:**

1. Lecturing across a range of courses
2. Student/trainee safety/Health & Safety at Work
3. Student recruitment/Careers Events/Liaison
4. Information, advice and guidance
5. Safeguarding

## **Detailed Tasks**

1. **Lecturing across a range of courses including short courses**
  - 1.1 Deliver an appropriate learning programme in accordance with the Awarding Body guidance & Individual Learning Plan, embedding basic skills and functional skills support
  - 1.2 Lecture across a range of subjects using a variety of teaching and learning strategies demonstrating consideration of individual learner needs, interests, skills and aptitudes to enable achievement of their learning goals.
  - 1.3 Promote inclusive learning and group participation to encourage learner involvement in the negotiation of learning outcomes
  - 1.4 Ensure that all learners learn in a safe environment free from oppression and discrimination
  - 1.5 Develop and prepare a variety of learning resources relevant to the programme and the learner's needs

Upload all appropriate learning materials to the VLE prior to lectures to provide adequate preparation time for all learners

- 1.6 Conduct initial and on-going assessment (formative and summative) so that learners are aware of and involved in assessing their progress and the achievement of their learning goals and so that an individual learning plan can be developed
- 1.7 Provide regular detailed feedback to learners and their employers regarding progression and achievement
- 1.8 Develop strategies with learners to improve retention, achievement and agree targets with the manager
- 1.9 Provide support and guidance to promote timely completion of NPL in the capacity of Clinical Tutor
- 1.10 Monitor learner attendance/punctuality and act in accordance with Academic Quality Handbook when necessary
- 1.11 Completion of academic registers
- 1.12 Completion of syllabus tracking to demonstrate full coverage of curriculum
- 1.13 Undertake the administrative duties required to evidence teaching and learning as outlined in the Academic Quality Handbook
- 1.14 Conduct learner reviews in line with funding contract expectations to monitor progression, provide support & guidance. Report unusual findings or concerns to the Senior Course Tutor and others as appropriate
- 1.15 Implement evaluations and review of provision in accordance with Academic Quality Handbook
- 1.16 Attend team meetings (every 4 – 6 weeks) to discuss learner progression
- 1.17 Attend Academic Meetings at request of line manager
- 1.18 Attendance at Student Awards Ceremony at the request of line manager

### **Student/Trainee Safety/H&S at Work**

- 2.1 To comply with the Health & Safety at Work Act.
- 2.2 To comply with The College of Animal Welfare Health & Safety Regulations.
- 2.3 To ensure that student safety is considered at all times.
- 2.4 To participate in maintaining awareness of Health & Safety at the College and in the workplace
- 2.5 Draw to the attention of the line manager any issues of Health & Safety and to comply with the Health & Safety procedures required

### **3. Student Recruitment/Careers Events/Liaison**

- 3.1 To promote all courses and assessment opportunities to employers and learners
- 3.2 To participate in the marketing of all course provision at career conventions, open days, exhibitions and veterinary conferences
- 3.3 To maintain and enhance existing links with the College of Animal Welfare
- 3.4 To foster and develop collaborative links with other relative associations
- 3.5 To foster and develop links with employers and other stakeholders

### **4. General**

- 4.1 Committed to actively promoting high quality information, advice and guidance to both internal and external enquiries.

#### **Safeguarding**

- 5.1 Ensure you know the name of the designated person and their role
- 5.2 Know how to pass on and record concerns about a child or young person
- 5.3 Understand individual responsibility for referring child protection concerns using the proper channels and within the agreed timescales
- 5.4 Attend Induction training for Child Protection and attend a refresher on a three yearly basis so that you know – your responsibilities, the local procedures, the need to be vigilant in identifying cases of abuse and how to provide support and respond to a student who tells of abuse
- 5.5 Ensure concerns about poor or unsafe practice in regard to students are raised in a timely manner.
- 5.6 Be clear with students that you cannot promise to keep secrets
- 5.7 Ensure that the five Every Child Matters outcomes – being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic wellbeing are met
- 5.8 Promote health in areas such as:
  - Smoking
  - Drug and alcohol use
  - Disease prevention and control
- 5.9 Review policy and procedures on an annual basis

## **Equal Opportunities**

The College of Animal Welfare undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees. The College is committed to equal opportunities. Appointments are open to members of the community on an equal basis.

Attributes	Essential	Desirable	How Identified
Education Level/ Qualification	<ul style="list-style-type: none"> <li>• Appropriate Degree /professional qualification.ie Business Management/Finance/Veterinary Science/Veterinary Nursing</li> <li>• Good Educational Knowledge</li> <li>• Willing to undertake essential CPD</li> </ul>	<ul style="list-style-type: none"> <li>• Assessor and Verifier Awards.</li> <li>• Recognised teaching qualification.</li> <li>• L3 qualification in coaching.</li> <li>• Level 3 qualification in ICT i.e. Key Skills or Functional Skills.</li> <li>• L3 Customer service award.</li> <li>• Teaching Qualification (Level 4)</li> </ul>	<ul style="list-style-type: none"> <li>• Sight of qualifications documents</li> <li>• Application form</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Education</li> <li>• Up to date knowledge within the subject areas.</li> <li>• Programme management</li> <li>• Understanding of awarding bodies inspection requirements</li> <li>• Understanding of quality improvement strategies</li> <li>• Staff management</li> <li>• Marketing and liaison with external stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in teaching role.</li> <li>• Understanding of assessment and requirements for the courses in the learning schools, especially where this is externally accredited.</li> <li>• Awareness of learning and how learners might be motivated.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• References</li> </ul>
Knowledge and Ability	<ul style="list-style-type: none"> <li>• To meet people with ease and motivate them to seek opportunities and achieve high standards.</li> <li>• Provide optimum levels of leadership, if required, encouragement, training and support in order to help others achieve their results.</li> </ul>	<ul style="list-style-type: none"> <li>• Generally motivate people to give their best results, praising them when things go well and appraising them of improvements which can and should be made.</li> <li>• Create a network of contacts across various disciplines that provide advice on what resources are available both within or outside</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• References</li> <li>• Interview</li> </ul>

Attributes	Essential	Desirable	How Identified
	<ul style="list-style-type: none"> <li>• Generate and provide specialist and/or administrative services which benefit the organisation &amp; lead to a high level of both internal and external customer satisfaction.</li> <li>• Develop competences and expertise in both self and others. Committed to equality and diversity</li> </ul>	the organisation.	
Attitude/Disposition	<ul style="list-style-type: none"> <li>• Self-motivated to work with young people.</li> <li>• Possess patience &amp; persistence.</li> <li>• Willing to positively promote the college at every opportunity.</li> <li>• The determination to set challenging targets with the expectation of high standards</li> </ul>	<ul style="list-style-type: none"> <li>• Self-confident and persuasive communicator.</li> <li>• Appropriate attitude to the use of authority and maintaining discipline through an even temperament and amiable disposition</li> </ul>	<ul style="list-style-type: none"> <li>• References</li> <li>• Interview</li> </ul>

### **Competencies**

- A minimum of 21 hours teaching per week for full time lecturers
- Attend all team meetings
- Participate in the recruitment, training and assessment of all students
- Respond to emails, evaluations, requests for information and SAR requests within 3 working days.

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