



New College Durham

JOB DESCRIPTION

Job Title:	Lecturer in Podiatry
Grade:	Teaching and Training Grade TT01-07
Hours:	37 hours per week (pro-rata)
Location:	Framwellgate Moor Campus
Department:	Business Management Professional
Accountable to:	Curriculum Manager

Job Purpose

Staff are required to join a dedicated team delivering podiatry subjects to both undergraduate and postgraduate students. The post holder will be required to have recent and relevant podiatric clinical experience in particular the high risk foot/wound care (minimum of 3 years post-graduation experience) in order to teach specialist podiatric subjects such as wound care, medicine, local analgesia, nail surgery, pharmacology. In addition they will need to organise, prepare and deliver a broad range of topics relevant to podiatry and the wider aspects of health care within the classroom environment. They will also be involved in clinical teaching in its various forms. Involvement in the orthotics laboratory, CPD, and the supervision of student research projects will be expected.

Key Result Areas

1. The post holder will become a member of course teams responsible for the effective and efficient organisation and delivery of high quality teaching programmes.
2. The post holder will undertake a range of administration duties as well as undertaking teaching duties.
3. All staff are required to contribute to curriculum and self development

Duties undertaken by the postholder may include being the lead academic for a designated course(s) and/or course tutor to designated courses, these duties will extend to (but are not limited to) responsibility for:

- Preparing and delivering subjects as part of an effective curriculum using appropriate teaching and learning strategies in line with institutional policies
- Keeping up-to-date registers and students records: collating and presenting results and other data as required
- Involvement in curriculum development and new course developments and take an active part as a programme team member
- Attending and contributing to programme meetings
- Delivering teaching programmes throughout the year
- Tutoring and supporting students and assisting in the induction of new students
- Monitoring, evaluating and improving quality and effectiveness of own practice, and learning/teaching programmes of study
- Participating in staff development and personal professional development to ensure currency of knowledge and skills
- Contributing to marketing and promotional activities including open days, prizegivings and other events
- Undertaking duties at any location where college activity is taking place
- Ensure responsible working practices in relation to the Safeguarding of Vulnerable Groups

Any other duties commensurate with the grade and status of the post.

General Responsibilities

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

Variation in the Role

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

Equality and Diversity

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Job Title: Lecturer in Podiatry

Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the “assessed by” stages stated.

Knowledge & Experience	Assessed by	Essential	Desirable*
English and Maths at Level 2 (GCSE / O Level, Grade C or above) or equivalent or willing to work towards*	1	✓	
Relevant graduate qualification in BSc Hons Podiatry	1	✓	
Post-graduate qualification relevant to Podiatry or related health care subject areas	1		✓
Teaching qualification at FENTO Level 3 (eg CertEd or equivalent)	1		✓
Hold or working towards recognised certificate in Clinical Education	1		✓
Hold or working towards a recognised assessors award			✓
Appropriate professional/vocational qualification	1	✓	
Commitment to continuing professional development (which can be evidenced and monitored)	2, 3	✓	
Proven track record of teaching	1		✓
Proven track record of relevant professional/vocational experience (minimum of 3 years post-graduation) – recent and relevant current podiatric clinical experience in order to teach specialist podiatric subjects such as local analgesia, nail surgery, pharmacology, medicine and woundcare/high risk foot	1	✓	
Skills	Assessed by	Essential	Desirable
Ability to work within a team and support individual and team development.	2, 3	✓	
Proven communication skills.	2, 3	✓	

Proven track record of successful teaching and assessment.	2, 3		✓
Ability to work collaboratively within the working environment.	2, 3	✓	
Personal and professional integrity.	3	✓	
Ability to work in a timely and effective manner	2, 3	✓	
Suitable to work with young people and vulnerable adults	1	✓	
Hold a full UK driving licence	1,2	✓	
Registered with HCPC & Society of Chiropractors and Podiatrists	1,2	✓	

*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

**This criteria might be considered at the shortlisting stage.

Academic Staff who are new to teaching and who do not have a recognised teaching qualification, will be required to undertake the College's six month programme "Teaching, Learning and Assessment Toolkit" to gain knowledge on the practicalities of the skills to plan, deliver, assess and review teaching and assessment. This should be completed within the probationary period.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

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