

# **JOIN TEAM NCD**

**FIND YOUR NEW**  **New  
College  
Durham**

# OUR STATEMENT OF PURPOSE

## OUR VISION

New College Durham will be recognised as a leading provider of Further and Higher Education in the North East region, nationally and internationally.

## OUR CONTRIBUTION

New College Durham will contribute to social, economic and environmental well-being, changing lives for the better by enabling people of all abilities to fulfil their potential in work and in the community through high quality professional, technical and general education.

## OUR VALUES

Our organisation is built on a core set of values which define how we approach life. They tell us to be focused on our vision and contribution while encouraging creativity, respecting our people, and enabling them to ASPIRE and realise their potential. Our values are our DNA, what we stand for and operate as a system, reflecting and shaping our behaviours and organisational culture.

**As an employer and learning organisation, we will conduct our business by following the values of 'ASPIRE':**

**Accountability:** We accept responsibility for our actions, decisions and policies and their impact on staff, stakeholders and the environment.

**Safeguarding:** We maintain a safe and inclusive environment in which students can learn, achieve and progress.

**Partnerships:** We work in partnership with those who share our vision and values.

**Inclusion:** We foster an environment that ensures equality of opportunity enabling all to reach their full potential.

**Respect:** We treat everyone with respect, fostering trust, openness and honesty.

**Excellence:** We achieve and maintain high standards in everything that we do.

**A** ACCOUNTABILITY

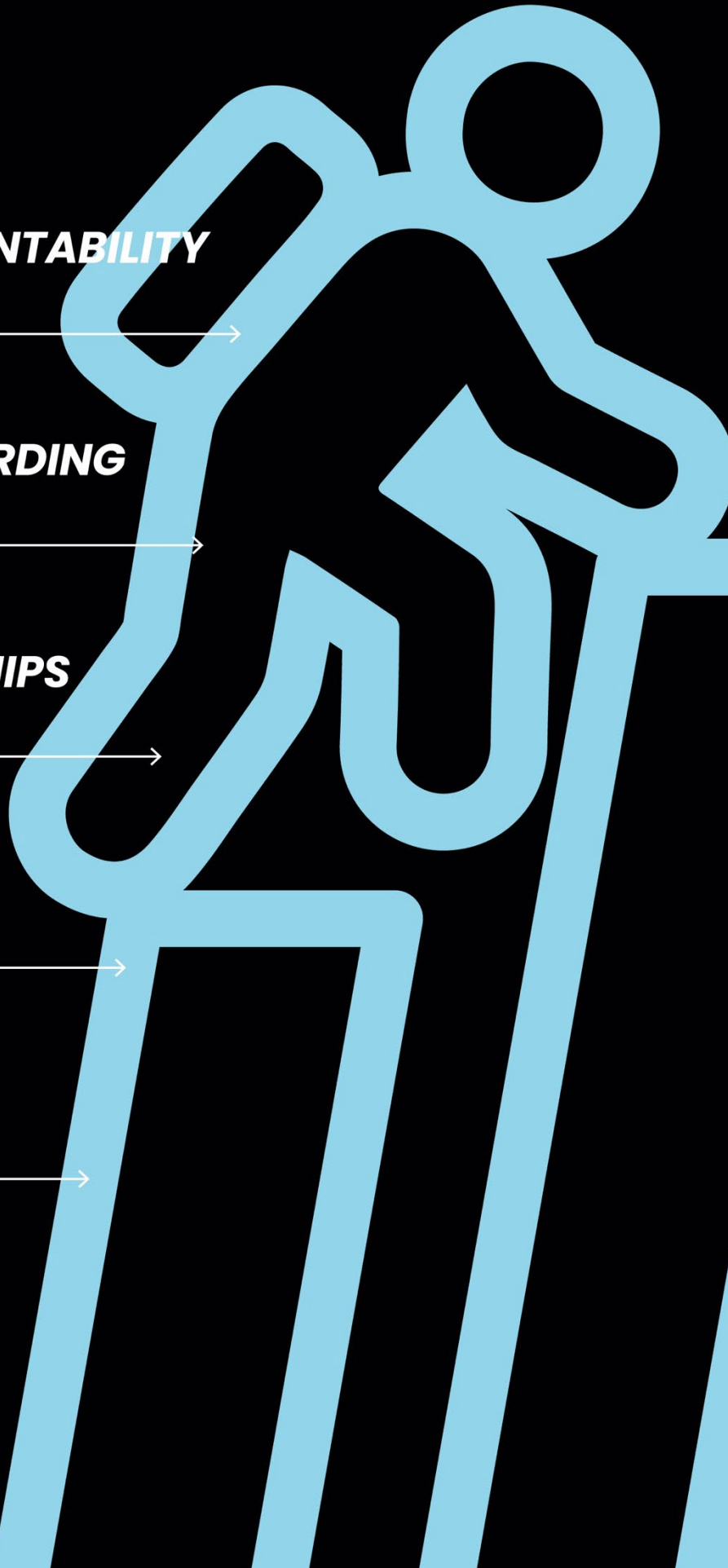
**S** SAFEGUARDING

**P** PARTNERSHIPS

**I** INCLUSION

**R** RESPECT

**E** EXCELLENCE



## JOB DESCRIPTION

<b>Job Title</b>	Lecturer in Podiatry
<b>Grade</b>	Academic Grade TT
<b>Hours</b>	37 hours per week (pro-rata)
<b>Location</b>	Framwellgate Moor Campus/Podiatry Clinics
<b>Department</b>	School of Health, Life Sciences, Early Years
<b>Accountable to</b>	Head of School/Advanced Curriculum Manager

### JOB PURPOSE

The post holder will teach and manage learning primarily on the BSc. (hons) Podiatry programme but may be required to support teaching in our Further Education (FE) programmes.

The post holder will be required to have recent and relevant podiatric clinical experience (minimum of 3 years post-graduation experience) in order to teach specialist podiatric subjects such as local analgesia, nail surgery, pharmacology and biomechanics. 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 is required to contribute to curriculum and self-development.
4. Duties undertaken by the postholder may include being the lead academic for a designated module(s) and/or course tutor to designated courses, these duties will extend to (but are not limited to) responsibility for:
  - Regular identification, review and support of student targets and needs
  - Planning and designing high quality teaching and learning programmes and sessions
  - Delivering engaging, high value teaching and learning programmes/activities
  - Assessing the outcome of learning and students' achievements through regular assessment and progress checks
  - Monitoring, evaluating, and improving quality and effectiveness of own practice including teaching programmes and sessions
  - Play an active part in the effective recruitment, retention and achievement of students

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 th is commitment.



## 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.

## PERSON SPECIFICATION

Job Title: Lecturer in Podiatry

Knowledge & Experience	Assessed by	Essential	Desirable*
English and Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent, or willing to work towards**	1	✓	
Graduate qualification in Podiatry (BSC (Hons) Podiatry).	1		✓
Appropriate professional/vocational qualification relevant to Podiatry or related healthcare subject areas	1	✓	✓
Post-graduate qualification in a related subject	1		✓
Teaching qualification at FENTO Level 3 (eg CertEd or equivalent) or willing to work towards.	1		✓
Recent and relevant teaching experience in the delivery of Podiatry and/or Health related studies	1 / 2 / 4		✓
Hold or working towards recognised certificate in Clinical Education	1		✓
Hold or working towards a recognised assessors award			✓
Knowledge and experience of working with MS TEAMS In an educational environment to support curriculum delivery.	1 / 2 / 4		✓
Demonstrable commitment to continuing professional development (which can be evidenced and monitored)	1 / 3	✓	
Recent and relevant track record of teaching which demonstrates sustained success of students attainment	1 / 2 / 4		✓
Proven track record of recent and relevant professional/vocational experience, (minimum of 3 years post-graduation) – recent and relevant current podiatric clinical experience in order to teach	1 / 2	✓	

specialist podiatric subjects such as local analgesia, nail surgery, pharmacology and biomechanics			
Registration with the Health and Care Professions Council (HCPC) and the Royal college of Podiatry (RCOP).	1 / 2	✓	
An understanding of Podiatry and healthcare provision in the UK	1/2/3	✓	
Ability to work collaboratively within the working environment.	2 / 3	✓	
Ability to effectively communicate to people both face to face and in writing	1 / 2 / 3 / 4	✓	
Hold a UK driving licence	1 / 2	✓	
Demonstrate the ability and commitment to work towards professional standards in the workplace	3	✓	
Ability to prioritise and organise own workload and work in a timely and effective manner	2 / 3	✓	
Ability to effectively utilise ICT in order to update and maintain learning records	3	✓	
Suitable to work with young people and vulnerable adults	1 / 3	✓	

### **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.

\* 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.

**Issue Date: June 2022**