

Post Details		Last Updated: 31/07/24	
Faculty/Administrative/Service Department:	Faculty of Health and Medical Sciences Nutrition, Food & Exercise Sciences Department		
Job Title:	Lecturer A (Teaching Track)		
Job Family & Job Level	Research and Teaching (Teaching Track)	4	
Responsible to:	Programme Director, Dietetics and Head of Department		
Responsible for:	Not applicable		
Job Summary and Purpose			
<p>To have significant input to the teaching at undergraduate and postgraduate level.</p> <p>To participate in appropriate level of Faculty/Department management and administration.</p> <p>Duties may be carried out with the guidance of a mentor, if required.</p>			
Main Responsibilities and Activities			
Teaching delivery and development:			
<p>Assist in developing teaching methods, materials and technologies to enhance the student learning experience.</p> <p>Assist in curriculum and course innovation and the design of programmes, sharing and contributing to responsibility for the quality of the delivery of these programmes.</p> <p>Plan, deliver and critically review a range of teaching and assessment activities including lectures.</p> <p>Assist in the development of innovative and relevant teaching, learning and assessment techniques.</p> <p>Act as tutor for industrial/ professional training year students and students in professional practice in subject specialism.</p> <p>Set and mark programme work, practical sessions, supervisions, fieldwork and examinations in subject specialism and provide timely and appropriate feedback.</p> <p>Continually update subject knowledge and understanding and apply advances to programme development.</p> <p>Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague where appropriate.</p>			
Student pastoral care			
<p>Develop and use pastoral care skills to support the academic development of students and ensure a good student experience.</p> <p>Act as personal tutor and give first line support before referring students on to appropriate services.</p>			
Management and administration			
<p>Take on specific roles such as Library Representative or Year Tutor which contribute to the efficient management and administration of the Faculty/Department.</p> <p>Grow personal involvement with academic, professional or clinical networks in the discipline.</p>			
Person Specification			
<p>Post holder must possess an honours degree or appropriate equivalent professional qualification or be working towards a higher degree or equivalent higher professional qualification as appropriate. Post holder to demonstrate:</p>			

- Evidence of teaching and presentational skills or the potential to acquire these.
- Evidence of administrative/organisational skills or the potential to acquire these.
- Evidence of familiarity with current developments in the relevant discipline or profession.

A Teaching Qualification e.g. Postgraduate Certificate in Learning and Teaching in HE or equivalent is desirable, if such a qualification has not been attained the candidate will be expected to complete the University Graduate Certificate by the end of their first year of employment with the University.

Relationships and Contacts

Participate in Faculty committees relevant to teaching, learning and administrative duties, e.g. Faculty Board of Studies and Examination Board. Teaching and administrative duties will be allocated by the Head of Faculty/Department, within the context of the programmes agreed by the Faculty Learning and Teaching Committee or similar body.

Special Requirements

The post holder is expected to work outside normal office hours as necessary.

The post holder will be expected to contribute to programme development, refreshing and assessment activities throughout the academic year, including times when students are not on campus.

If it is agreed by the line manager that the post holder will be carrying out research, time will be identified to enable this to take place and appraisal targets will be set accordingly.

Registered Dietitian (HCPC).

All Staff are expected to:

Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University's Equal Opportunities Policy.

Undertake such other duties within the scope of the post as may be requested by your Manager.

Help maintain a safe working environment:

- Attend required Health and Safety training as part of probation and induction and as duties and techniques change.
- Follow local codes of safe working practices and University Health and Safety Policy.

Addendum

This document provides additional information relating to both specific aspects of the post/Faculty and any post specific person specification criteria. The information contained within this document should always be read in conjunction with the accompanying generic Job Purpose.

Job Title: Lecturer A in Dietetics (Teaching Track)

Background Information/Relationships

Internal:

- You will work closely with the Dietetic team and teaching staff in the wider Department of Nutrition, Food and Exercise Sciences.
- Lead Placement Facilitator to support students whilst on their placements and to help maintain the quality of existing placements.
- Line managers – Programme Director of Nutrition and Dietetics, in addition to the Programme Directors for Nutrition and Food Science and Nutrition.

External:

- Placement providers to complete placement reviews and to ensure that high quality placements are provided to our dietetic students which meet both HCPC and BDA requirements.

Person Specification

This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. This is in addition to the criteria contained within the accompanying generic Job Purpose.

	Essential/ Desirable
Qualifications and Professional Memberships	
Registered Dietitian with the Health and Care Professions Council (HCPC)	E
Recognised teaching qualification (e.g. FHEA)	D
Current membership of appropriate professional body e.g. British Dietetic Association	D
Technical competencies (experience and knowledge)	
Experience of working as a Dietitian	E
Knowledge and experience of working within clinical practice	D
Evidence of innovative group teaching	E
Previous experience of teaching students in the work-based environment	E
Previous experience of planning and delivering teaching programmes	D
Previous experience of conducting research	D
Previous experience of teaching in higher education	D
Other skills	
Strong written and oral communication skills	E
Good organisation and time management skills	E
Ability to work both autonomously and within a team	E
Commitment to maintaining own continued professional development	E
Collegiate and collaborative attitude	E
Respectful, kind and compassionate to colleagues and students	E

Key Responsibilities

This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities (5 to 8 maximum). This should be read in conjunction with those contained within the accompanying generic Job Purpose.

1. Teaching of students on UG Dietetic Programme
2. Personal Tutor to Dietetic UG Students
3. Placement visits to Dietetic UG Students on their NHS/Community Placements
4. Supervision of Dietetic Students for their Final Year Projects
5. Teaching of Dietetic Students on Practical / Simulation of Dietetic activities

N.B. The above list is not exhaustive.