

## **Job Description**

<b>Role Title:</b>	Clinical Skills Tutor in Podiatry
<b>School / Dept:</b>	School of Health and Society
<b>Reference:</b>	MPF2000
<b>Grade:</b>	Grade 7
<b>Full or Part time:</b>	Part time
<b>Hours:</b>	0.6 FTE
<b>Reports to:</b>	Director of Podiatry

## Overview

We are seeking to welcome a dynamic and forward-thinking clinical skills tutor with expertise in podiatry education to join the Directorate of Allied and Public Health. The post-holder's principal role will be to deliver theoretical and practical aspects of the Podiatry programme in the clinic and in the classroom.

You will be mentored by a senior academic colleague and supported in the development of skills through your line manager and contact with other members of staff. You will be supported to undertake an educational postgraduate award (the Postgraduate Certificate of Academic Practice).

The School of Health & Society provides education at undergraduate, postgraduate and post-qualifying levels, and offers diverse educational programmes across a large range of programmes. The post-holder's principal role will be to deliver theoretical and practical teaching and assessment across the Podiatry portfolio of programmes, contributing to the BSc (Hons) Podiatry degree programme and Degree apprenticeship as well as post graduate programmes where appropriate. Successful applicants will be expected to be willing to deliver across a range of modules.

It is a University requirement that all new academic staff undertake the PgCAP Teaching & Learning (HE) qualification. The post-holder will be mentored by a team of experienced staff and be expected to undertake educational activities which will enhance our profile.

## Role Purpose

To contribute to, develop and engage with a variety of teaching and learning techniques, to be able to develop yourself to teach the next generation of healthcare professionals and to contribute to the development of the school. To contribute to the planning, design and development of modules and programmes. To engage in scholarly activity and develop your skills in teaching and learning.

## Principal Duties & Responsibilities

### Teaching and Learning

- Design teaching material and deliver either across a range of modules or within a subject area
- Co-supervise student activities, including, where appropriate, PGT, field trips and placements

- After a period of development take on a module leadership and/or an educational project role
- Contribute to the planning, design and development of course and curriculum objectives and material.
- Mark and assess coursework and examinations and provide feedback to students as part of modular teams
- Act as a personal tutor to a group of students

### **Research**

- Continually update knowledge and understanding in field or specialism
- Translate knowledge of advances in the subject area into the programme curriculum.
- Develop relevant research and scholarship activity and appropriate means of dissemination.

### **Leadership, Management and Engagement**

- Develop your profile within your field of interest/ study
- Engage with and participate in the University's PDR process
- Contribute to the work of other staff to ensure module, programme, enterprise or research project is delivered to the standards required
- In time, co-ordinate colleagues to ensure student needs and expectations are met; act as leader of module(s), or of significant sections of a programme
- Collaborate with external organisations such as NHS Trusts, industry, public sector, charity and local community groups

### **Generic Duties**

- Perform any other duties appropriate to the grade as may be required by the Head of School/Head of Division etc.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person specification follows on next page

## **Person Specification**

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D)

### **Qualifications**

1. Current HCPC registration as a Podiatrist. **(E)**
2. A minimum of two years' experience as a registered podiatrist working in a clinical setting. **(E)**
3. A podiatry-focussed post graduate Level qualification (PgC / PgD or MSc). **(D)**
4. Hold a Postgraduate Certificate of Academic Practice or equivalent higher education teaching qualification. **(D)**

### **Background and Experience**

5. Post qualification experience of podiatry clinical practice. **(E)**
6. Experience of supervising, mentoring or assessing student podiatrists in clinical practice. **(E)**
7. Teaching and learning experience, working with students in a HEI. **(D)**

### **Knowledge**

8. Current podiatry professional issues, policies and practice. **(E)**
9. An understanding of the application and importance of evidence based practice in podiatry. **(E)**
10. Maintaining relevant, current knowledge in both clinical and academic areas. **(E)**

### **Skills and Competencies**

11. Excellent written and verbal communication skills and abilities. **(E)**
12. The ability to work both independently and as part of a team. **(E)**
13. Good organisational skills in relation to self and workload management. **(E)**