

JOB DESCRIPTION

Section One – Job Details

Job Title: Lecturer – IVM/Cranial Osteopathy yr3
Department: Academic Department – Osteopathic Technique, Concepts & Evaluation
Reports to: Head of Department – Osteopathic Skills

Section Two – Job Purpose

The role of the lecturer is to lead their team and convey their passion and enthusiasm for the subject they are teaching, create a welcoming environment, foster a sense of belonging and respect, encourage high performance, promote active engagement, promote critical thinking and intellectual curiosity. Lay out from the beginning, expectations of how the students should behave and interact in the syllabus by modelling professional standards.

The IVM/Cranial Osteopathy lecturer is to teach year 3 of the MOST programme from September 2020. Year3 of the IVM/Cranial teaching is part of the new curriculum validated by Buckinghamshire New University since September 2018. All four years are now taught as part of the new programme.

Introductory IVM skills and Cranial anatomy are covered in year three. The diagnostic and therapeutic palpation skills established in year two's BLT course, help to support then level of transition to Cranial/IVM in year three. There will be an increasing level of focus placed upon clinical context as the course develops..

The BUCKS programme has increased focus on IVM approach within its main curriculum and is an assessed component of the course. Suitable candidates will have experience of teaching IVM/Cranial osteopathy with detailed knowledge of cranial anatomy and cranial osteopathy. Part of the new curriculum is to apply increasing levels of clinical complexity suitable for students to apply both in student clinic and future practices. Applicants should therefore have relevant clinical experience suitable to support students learning and clinical applications and an awareness of current research.

Section Three – Main Responsibilities

- Plan and provide an effective and structured teaching and learning framework for students consistent with the agreed syllabus and teaching and learning strategy.
- Develop and maintain knowledge of the M.Ost programme structure and the indicative content of the course and its associated assessment strategies.
- Upload a session by session overview of the course including any support materials and assessment information to the ESO Learning Zone prior to the start of the academic year.
- Upload lesson plans in the prescribed format to the ESO Learning Zone in advance of each session (minimum 24 hrs before the lecture).
- Design and produce effective learning resources in accordance with the ESO learning strategy and upload them to the ESO Learning Zone to support and enhance the learning experience of students.
- Give constructive and timely verbal and/or written feedback to students throughout the delivery of the course.
- Critically engage with current discourse in the subject area and reference relevant published source materials to complement teaching sessions, including but not limited to the Osteopathic Practice Standards.
- Use a range of teaching and learning methods to reflect the content, to accommodate students' different learning styles and to support the development of a critically reflective approach in students at all stages of their programme.
- Ensure that all teaching materials and resources comply with ESO branding guidelines.
- Ensure that all material is properly referenced using the ESO Harvard referencing system. All images used in presentations must be fully referenced and summarised at the end of each presentation in the copyright slide.
- Adhere to institutional copyright procedures in line with copyright law in the production of any course materials.
- Prepare and submit assessment papers, model answers and marking criteria to the Head of Department as part of the quality cycle within the required time frame before it is processed by Academic Registry.
- Mark and assess students' summative and formative written and practical assessment work as prescribed by the relevant course specification within the required time frame.
- Take registers and notify the Academic Registrar of any concerns regarding student attendance.
- Notify the Head of Department Osteopathic Skills of any student concerns.
- Familiarise oneself with the Employee Handbook and in particular relevant academic, human resources and health and safety policies and procedures.
- Faculty and team meetings participation.
- Participate in formative and summative assessments for different courses, when reasonably requested.
- Participate in any faculty or institutional training.
- Use a range of teaching delivery methods to account for different learning styles and to enhance the student experience.

For Practical lecturers only:

- Lead, engage and manage a team of teaching lecturing assistants (including appraisals and peer review) to ensure that the module is delivered effectively.
- Organise and delegate teaching, learning and assessment tasks as appropriate.
- Produce and upload video materials relevant to the specific lecture within a week of the session taking place to enhance and support student learning.

All lecturers are required to participate in:

- The annual course and assessment development and review processes.
- The Professional Development Review scheme. This includes Teaching and Learning Observations, Peer Review and Appraisal.
- Staff development initiatives.
- Personal tutor scheme.
- Faculty and team meetings.
- Quality assurance processes including but not limited to giving student feedback, peer review, assessment quality cycle
- Formative and summative assessments for different courses, when reasonably requested.
- Multi-site delivery between Boxley and Tonbridge Road sites as applicable

Section Four – Dimensions

- Osteopathic faculty must be registered with the GOsC.
- PGCert in education (or equivalent) or to agree to undertake a PGCert education at the earliest opportunity.
- Desirable for applicant to have post-graduate training in IVM/Cranial osteopathy subject area.

Section Five – Experience & Qualifications Required

- Proven ability in group facilitation / coaching
- Ability to apply the teaching of IVM/Cranial osteopathic technique skills to clinical practice
- Minimum 1 year experience teaching/ assisting in IVM/Cranial Osteopathy

Signature of role holder

Date:

Name of role holder

Signature of line manager

Date:

Name of line manager

Date for review (2 years' time – or sooner if the need arises)