

## **JOB DESCRIPTION**

### **Lecturing Assistant**

#### **Section One – Job Details**

**Job Title:** Lecturing Assistant – Visceral Osteopathy Year 1 &2

**Department:** Academic Department-Osteopathic Concepts, Technique & Evaluation

**Reports to:** Lecturer

#### **Section Two – Job Purpose**

The Visceral Osteopathy lecturing assistant post for years 1 & 2 is an exciting opportunity to become part of an experienced Visceral teaching team at the ESO.

The role will be teaching on the new curriculum validated by Buckinghamshire New University since September 2018. The applicant will have post-graduate experience in the Visceral field and in teaching osteopathic technique.

Years one and two focus on introductory skills and surface anatomy/landmarks in year one, and diagnostic and evaluation techniques skills in year two. There will be an increasing level of focus placed upon clinical complexity as the course develops.

The Lecturing Assistant must convey their passion and enthusiasm for the subject they are assisting with and support the lead lecturer in:

- creating a welcoming environment
- fostering a sense of belonging and respect
- encouraging high performance
- promoting active engagement
- promoting critical thinking and intellectual curiosity and
- communicating from the outset the expectations of how the students should behave and interact in the syllabus by modelling professional standards.

### **Section Three – Main Responsibilities**

- Assist the lecturer in the planning, preparation and provision of an effective and structured learning framework for students consistent with the syllabus and programme documentation.
- develop and maintain knowledge of the MOfst programme structure and the indicative content of the course and its associated assessment strategies.
- provide support to the lecturer as negotiated and agreed in advance of the lecture.
- engage with the course content on the learning zone including the session by session overview of the course, lesson plans, videos and any other learning resources, ensuring that they are fully prepared for each lecture.
- provide support to as many students as possible during a lecture to help them to acquire, consolidate and develop practical skills taught in the lesson, considering different learning styles.
- critically engage with current discourse in the subject area including but not limited to the Osteopathic Practice Standards
- assist the lecturer in general course administration including taking the register (when required) and providing feedback on the course content in the Year Handbook(s) and as part of the Annual Course Review, at the end of the academic year.
- assist in maintaining an atmosphere in the classroom that is conducive to learning.
- participate in the student assessment process, including preparation for assessments, giving student feedback, marking assessments and quality assurance.
- attend relevant moderation, team and faculty meetings.
- comply with on-site health and safety requirements.
- abide by the conditions of confidentiality concerning the disclosure of student data and details.
- familiarise oneself with the Employee Handbook and ESO policies including relevant academic, human resources and health and safety policies and procedures and Safeguarding and PREVENT procedures.

#### **All lecturing assistants are required to participate in:**

- the Professional Development Review scheme. This includes peer review and appraisal.
- staff development initiatives and training
- 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**

- All Osteopathic faculty must be registered with the GOsC and keep up to date with CPD requirements.
- PGCert in education (or equivalent) or to agree to undertake a PGCert education or equivalent such as FHEA membership at the earliest opportunity.

## **Section Five – Experience & Qualifications Required**

- Ability to apply the teaching of visceral osteopathic technique skills to clinical practice
- BSc or higher degree in Osteopathy at minimum level 2.1

**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)**