JOB DESCRIPTION

Lecturing Assistant

Section One – Job Details

Job Title: **Lecturing Assistant – Osteopathic Technique Year 4**

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

Reports to: **Lecturer**

Section Two – Job Purpose

The Osteopathic Technique lecturing assistant post is an exciting opportunity to become part of an experienced technique teaching team at the ESO.

The role will be teaching on the existing Greenwich curriculum in its final year of delivery. The applicant will have post-graduate experience in assisting osteopathic technique lectures and have the ability to integrate clinical knowledge with osteopathic techniques.

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
- lay out from the beginning, 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 M.Ost 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. The lecturing assistant should at all times represent and support the views of the lecturer.
- 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, taking into account 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.
- assist in preparing students for assessments
- participate in the student assessment process, including 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.
- notify the Lecturer with any student concerns.
- familiarise oneself with the Employee Handbook and in particular relevant academic, human resources and health and safety policies and 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
- PGCert in education (or equivalent) or to agree to undertake a PGCert education atthe earliest opportunity.

Section Five – Experience & Qualifications Required

- Ability to integrate clinical knowledge and osteopathic techniques
- Experience in assisting osteopathic technique teaching
- BSc or higher at minimum level 2.1
- Minimum 1 years Clinical Experience

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)