**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Clinical Tutor for Veterinary Nursing | Veterinary Nursing |
| **SALARY** | **BENEFITS** |
| £19,241 - £31,379 per annum in accordance with qualifications and experience. | Teachers’ Pension  32 days annual leave, to include up to 5 days to be taken between Christmas and New Year at direction of the Principal, plus Bank Holidays |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Head of Area – Veterinary Nursing & Farriery  FE Assistant Head of Area  VN Centre Co-ordinator | N/A |
| **KEY TASKS AND RESPONSIBILITIES** | |
| Approval visits at training practices for a range of training practices  Monitoring visits to training practices for a range of students  Moderation of nursing progress log / clinical skills log for all relevant students  Workshops delivery for students/coaches and Practice Principals  Personal Tutor to a range of students  Set, mark and moderate a range of assignments for a range of VN students | |
| **DUTIES** | |
| RCVS / Central Qualifications approval visits to small animal practices as requested including health and safety visits to RCVS approval standards. | |
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| Close liaison with all Myerscough approved training practices. | |
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| Moderation, mentoring and monitoring of Clinical Coaches in Myerscough training practices. | |
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| **DUTIES** |
| Moderation of nursing progress log (NPL) and Clinical Skills Log (CSL) from Myerscough training practices to coaching standards. |
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| Liaise with training practices / coaches and students by post / email / phone on a regular basis. |
| Record / file all relevant RCVS / Central Qualifications documentation. |
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| Assist with the production of the Centre newsletter, as required. |
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| Invoice practices for visits, moderation and approvals, as required. |
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| Co-ordinate paperwork for visits / action plans and health and safety documentation for Myerscough practices. |
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| Prepare / deliver / mark / moderate assignments and assessments and communicate with students to Central Qualifications professional standards. This includes support of students during OSCE revision sessions and examinations as required. |
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| Represent Myerscough School of Veterinary Nursing at promotional events related to Veterinary Nursing and Farriery, to professional standards. This includes Careers Events. |
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| Work in close liaison with Centre Team to ensure students are monitored and are progressing in all aspects of their training. |
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| Support your allocated students both in the workplace and in College as required, documenting the outcomes of all tutorials and communications in line with College policies and procedures. |
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| Take full responsibility for training practices and training practices approvals, coaches, quality and annual visits for a range of training practices, ensuring they meet RCVS and Central Qualifications standards. |
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| Prepare and present relevant Centre material at coaching workshops and Practice Principal meetings. |
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| Advice and guidance as required for assessors undertaking coaching training, to RCVS and Central Qualifications coaching standards. |
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| CPD in practice as required, to meet RCVS requirements. |
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| All staff must meet annual Continuing Professional Development (CPD) requirements. |
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| Keep up to date with Apprenticeship and Skills requirements / CPD and contribute to required paperwork for these students / employers, for example sign-ups. |

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| **DUTIES** |
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| You role model and promote the College values:   * **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making. * **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. * **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. * **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do. |
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| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos. |
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| Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved. |
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| Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices. |
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| Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses. |
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| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.  Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |
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**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work well as part of a team and as an individual (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Self-motivated and capable of motivating student veterinary nurses and coaches in practice (I)  Empathetic towards practice and student needs (I)  Ability to meet targets and deadlines (A/I)  Good listener (I)  Up to date CPD (A/I)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| Registered VN / MRCVS with considerable practical/clinical experience (A)  Teaching qualification e.g. CET’P, PTTLLS or equivalent (A) or willing to work towards a teaching qualification within agreed time period i.e. CET’P  GCSE English at Grade C/4 or above (or an equivalent standard) (A/I)  Level 4 Internal Quality Assurance (IQA) qualification or willing to work towards  TAQA Level 3 Assessor qualification OR ‘ L4 Assessor Coach or willing to work-towards  Level 2 Health & Safety in the Workplace or willing to work-towards | Clinical Coach (A)  Certificate of Education / PCGE (A)  BSc VN / FdSc VN / Dip HE CVN / Dip AVN / other HE VN qualification (A)  First Aid certificate (A) |
| ***General Intelligence*** | |
| Good understanding of the RCVS/VN training scheme including RCVS Day One Competences and Day One Skills (A/I)  Literate and numerate (A/I) |  |
| ***Special Aptitudes*** | |
| Good communication, interpersonal and time management skills (A/I)  IT skills (A/I) | Some experience of teaching / delivering to large groups of people (A/I) |
| ***Interests*** | |
| Improving standards in VN training and CPD (A/I)  Interest in general animal care / welfare (A/I) | Empathy with education (A/I) |
| ***Disposition*** | |
| Self-Motivated (I)  Excellent interpersonal skills (I)  Approachable (I)  Person centred approach (I)  Enthusiastic, enjoys meeting people, enjoys challenges (I) |  |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |

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| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below).  (A/I)  Ability and willingness to work flexibly (I)  Possess a current driving licence (A/I)  Prepared to travel away from home if required (I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Clinical Tutor for Veterinary Nursing | Veterinary Nursing |
| **SALARY** | HOURS OF WORK |
| £19,241 - £31,379 per annum in accordance with qualifications and experience. | 37 hours per week |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 32 days annual leave, to include up to 5 days to be taken between Christmas and New Year at direction of the Principal, plus Bank Holidays. | Teacher's Pension  Up to 29,187.99 pa 7.4% Employee  £29,188 to £39,290.99 pa 8.6% Employee  £39,291 to £46,586.99 pa 9.6% Employee  £46,587 to £61,742.99 pa 10.2% Employee  £61,743 to £84,193.99 pa 11.3% Employee  £84,194 and above pa 11.7% Employee |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £40.00 for an enhanced level check). | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |