**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Part-Time Hourly Paid Lecturer in Veterinary Nursing | Veterinary Nursing |
| **SALARY** | **BENEFITS** |
| Qualified Part-time hourly paid Lecturer rate £21.25 per hour  Unqualified hourly rate £18.18  Includes an element of holiday pay | Teachers’ Pension Scheme  Payment for holiday entitlement will be incorporated into hourly rate based on a pro rata of a full time equivalent holiday entitlement of 40 days plus Bank Holiday |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Head of Area – Veterinary Nursing & Farriery  FE/HE Assistant Head of Area  FE Centre Co-ordinator | N/A |
| **KEY TASKS AND RESPONSIBILITIES** | |
| Marking of veterinary nursing assessments for the Level 3 Diploma Veterinary Nursing course and Higher Education Levels 4 and 5. | |
| **DUTIES** | |
| Marking student assessments across a range of topics and levels – assignments. | |
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| Marking student assessments across a range of topics and levels – written examinations. | |
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| Marking student assessments across a range of topics and levels – session tests. | |
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| Accurately recording and reporting grades back to the HE Assistant Head of Area / FE Assistant Head of Area / Head of Area / FE Centre Co-ordinator in a timely manner. | |
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| Adhering to all Myerscough College / University of Central Lancashire policies and procedures pertaining to the marking, handling, storage and quality assurance of student assessments. | |
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| **DUTIES** |
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| You will be a 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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| 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)  Ability to meet targets and deadlines (A/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)  GCSE English at Grade C/4 or above (or an equivalent standard) (A/I)  GCSE Maths at Grade C/4 or above (or an equivalent standard) (A/I) | Clinical Coach (A)  Certificate of Education / PCGE (A)  BSc VN / FdSc VN / Dip HE CVN / Dip AVN / other HE VN qualification (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 and time management skills (A/I)  IT skills (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) |  |
| ***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) |  |

\*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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| **SALARY** | HOURS OF WORK |
| Qualified Part-time hourly paid Lecturer rate £21.25 per hour  Unqualified hourly rate £18.18  Includes an element of holiday pay | In agreement with Head of Area |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| Payment for holiday entitlement will be incorporated into hourly rate based on a pro rata of a full time equivalent holiday entitlement of 40 days plus Bank Holiday | Teachers’ Pension Scheme  Up to £27,047.99 pa 7.4% Employee £27,048 - £36,410.99 pa 8.6% Employee £36,411 - £43,171.99 pa 9.6% Employee £43,172 - £57,216.99 pa 10.2% Employee £57,217 - £78,022.99 pa 11.3% Employee £78,023 and above pa 11.7% Employee 23.68% Employer  You will automatically become a member of the TPS |
| 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). | |
| **CONTINUING PROFESSIONAL DEVELOPMENT** | |
| In order to comply with the Further Education Teachers’ Continuing Professional Development and Registration (England) Regulations 2007, you are required to:  - complete a minimum number of hours of continuing professional development every year;  - maintain a record of the CPD you have undertaken;  - make that record available to the College  Failure to comply with these requirements may lead to your dismissal. Full details of the College’s policy in relation to Continuing Professional Development is available to all employees | |
| **REQUIREMENTS FOR TEACHING QUALIFICATIONS/ASSESSOR AWARDS** | |
| Teachers employed in a further education institution are required to hold the teaching qualifications prescribed by the Further Education Teachers Qualifications (England) Regulations 2001 and the Further Education Teachers Qualifications (England) Regulations 2007. The type of qualification required depends on a number of factors, including the date on which employment commenced and the type of post which is held The Corporation will review with employees, either prior to commencement of employment or shortly thereafter, the qualifications required for the post that applied for and will provide such assistance as it deems reasonable to enable employees, if required, to secure requisite qualifications. In the event that the requisite qualifications are not achieved within the period specified in the Regulations, the Corporation may have no alternative but to terminate employment and to this end the Corporation reserves the right notwithstanding any other provisions of this contract, to terminate employment by giving notice in accordance with clause 30.3 | |

**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 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 | |