Job Description

Post Title  Lecturer / Senior Lecturer in Midwifery

Work Base  Chelmsford Campus. Please note that the post-holder will be required to travel to other sites and overseas as necessary

Hours of Work  Full Time

Responsible to  Deputy Dean

Reports to  Associate Dean

Purpose of Job
1. To teach specified subject/discipline across the School
2. To be responsible for module co-ordination
3. To provide tutorial support for a group of students

Liaison with
University Staff
Local Education authorities
External Assessors
Professional and Educational Bodies
Other External Bodies
Members of the Public

School Background Details

The School of Health Care Practice, is continually evolving in response to internal factors including improved resource management and academic processes, and external factors driven by the demands of existing stakeholders as part of the new NHS, as well as developing business partnerships and research interests. There are two departments in the school, Clinical Health Interventions and Public and Family Health. All staff are located for management and organisational purposes within the relevant department. However, staff are expected to manage their own academic and professional work commitments across departments to foster an inter-professional and interdependent culture.

Main Duties and Responsibilities

Teaching/Academic/Professional Role

1. To be responsible for maintaining a regular teaching contribution within the School

2. To be responsible for developing expertise and maintaining own updating of relevant academic discipline/subject

3. To be responsible for updating knowledge of professional and academic developments including recent research taking place at a national and international level
4. To contribute to research, consultancy and/or practice development

5. Where relevant, to be responsible for maintaining specific practice link:
   a) to inform own knowledge base and to ensure contemporary theory and practice underpins all curriculum design
   b) to ensure that designated theory/practice assessments are appropriate to academic/practice levels

6. To be responsible for reporting to the Director of Studies any occurrence or matter which might affect the quality of education provision

7. Such other duties temporarily or on a continuing basis, as may reasonably be required, commensurate with your grade

Module Co-ordination

1. Act as Module Leader or module operator for designated modules:
   - Produce module guides and plan timetables in consultation with Field Leader
   - Implement content of timetable and module guide

2. To ensure that module assessments are carried out, marked and evaluated in accordance with School requirements

3. To monitor and evaluate module teaching and learning and report to the appropriate course committee or sub group

4. To discuss and agree workload, development needs and general responsibilities with Head of Department as appropriate

5. To liaise with appropriate Set Co-ordinators and field Leaders regarding any modules managed within other Sets

General Role

1. To act as Tutor for designated students

2. To serve on School/University committees and working groups as required

3. To participate in recruitment, selection and interviews of students

4. To participate in programmes arranged for overseas and other visitors to the School

5. To participate in School and Departmental staff development activities

6. To regularly attend staff meetings

7. To contribute to development of new programmes
8. To undertake any other duties delegated by Head of Department

This is a description of the job, as it is presently constituted. It is normal University practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is the University’s aim to reach agreement to reasonable changes, but where it is not possible to reach agreement the University reserves the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.

March 2004
# Person Specification

## Lecturer/Senior Lecturer in Midwifery (1)

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| **Educational/Professional Qualifications** | • First Degree  
• Registered Midwife | • Masters Degree  
• Teaching Qualification or relevant experience  
• Membership of ILT  
• Advanced Life Support Obstetrics & Neonatal Advanced Life Certificates |
| **Skills/Competencies**            | • Skilled oral and written communicator  
• C & IT Skills/computer literate  
• Manages own work effectively  
• Ability to develop personal research/consultancy profile  
• Ability to think innovatively | • Creative / innovative  
• Flexible Learning  
• Writing for publication  
• Presentations at conferences |
| **Experience**                     | • Successful teaching experience at HE level and/or professional experience  
• Facilitator / Supervisor  
• Minimum 3 years recent experience as practising midwife | • Practice as a health care professional  
• Teaching / assessing role  
• Experience of curriculum design  
• Experience of research and/or consultancy income generation |
| **Personal Qualities/Disposition** | • Ability to work as part of a team  
• Enthusiastic and flexible approach  
• Good interpersonal and negotiating skills  
• Commitment to APU’s values  
• Willingness to contribute to the collective life of the School and the University | |
| Other Requirements | • Understanding of the external environment in which APU operates  
• Able to travel to link sites  
• Able to work flexible hours and willing to travel (consultancy) | • Home PC – supports flexible working |
## Person Specification
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Lecturer/Senior Lecturer in Midwifery
School of Health Care Practice
Conditions of Service

The terms and conditions of employment are the responsibility of the Board of Governors.

These details are for broad information only and must not be taken as a complete or authoritative statement. In no way do they constitute a contract of employment.

(a) **Salary**

Lecturer Scale, £22,191 - £27,669 per annum (pay award pending).
Senior Lecturer Scale, £26,618 - £34,191 per annum (pay award pending).
A bar point operates at Senior Lecturer Scale point 4. Certain criteria have to be met to proceed through this point. Your salary will be paid monthly in arrears by credit transfer. Commencing salary will be determined according to qualifications and experience.

(b) **Working Hours and Time of Duty**

This is a full-time post, the nature of which is such that you will be expected to work such hours as are necessary to fulfil your duties in the professional manner expected from you.

It is not appropriate in a professional contract to be specific as to the exact hours of availability for duties; moreover, it is accepted that in the case of the obligation to undertake research and other scholarly activity that obligation will not necessarily require attendance at the University. However, in relation to teaching duties a reasonable norm may be helpful. Such a norm should be comparable with those of other employees in the institution and with those of related professional groups; it is not to be regarded as either a minimum or maximum.

Due to the range of teaching and learning methods involved and the different needs in various subject areas, a precise specification of teaching is neither possible nor appropriate in a professional contract. As a general guide, however, an individual lecturer may normally expect to have formal scheduled teaching responsibilities for students within a band of 14 to 18 hours a week on average over the anticipated teaching year of that lecturer.

Formal scheduled teaching responsibilities should not exceed 18 hours in any week or a total of 550 hours in the teaching year.

(c) **Holiday**

The holiday year runs from 1 September to 31 August. In addition to the Statutory Bank Holidays, local discretionary holidays, and days when the University is closed in the interests of efficiency, annual holiday entitlement will be 35 days. If employment commences part way through the holiday year, entitlement will accrue on a pro rata basis for each complete calendar month.
(d) **Medical**

Unless otherwise stated, the appointment will be subject to medical clearance.

(e) **Pension**

Full time postholders will automatically join the Teachers’ Pension Scheme unless otherwise notified.

(f) **Probationary Period**

If you are a new entrant to teaching in higher or further education the first 12 months of the appointment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed. The University reserves the right to extend your probationary period if, in its opinion, circumstances so require. During your probationary period, your employment may be terminated by the University on giving one month’s written notice.

(g) **Date of Appointment**

The position is available from September 2004 once all conditions have been met.

(h) **Closing date**

The closing date for this job is 30 April 2004 (12 noon).