



Job Title: Lecturer in Operating Department Practice (Teaching Dominant Post)
Grade: Grade 8
Salary: £40,927 to £50,296 per annum
Department: School of Allied Health Professions, Operating Department Practice Education
Hours/Contract: Full-time permanent
Reference: 3829

Role Purpose

The post holder will be responsible to the Head of Operating Department Practice Education and will be expected to deliver, evaluate and enhance the programme, and undertake undergraduate teaching and the organisation of assessments and to support undergraduates undertaking the BSc (Hons) Operating Department Practice (ODP) (including the apprenticeship route to Award). The post holder will also undertake administration and other activities to support the work of the Department and to develop and enhance its reputation, both internally and external to the University.

Resources Managed

- Responsible for organising, directing and management of a number of Modules in the BSc (Hons) ODP with 60 students each year.
- Responsibility for setting, marking and quality assurance of assessments/ examinations in BSc (Hons) ODP and the processing of marks and results.

Main Duties and Responsibilities	% Time
<p>Teaching and Scholarship</p> <ul style="list-style-type: none"> • Deliver, evaluate and enhance the undergraduate programme including lectures, seminars, tutorials and other classes to students undertaking the BSc (Hons) ODP, as appropriate in support of the required teaching obligations. The post-holder will be expected to teach across a range of the ODP topics • Organise and direct, and manage Core Modules within the BSc (Hons) ODP Curriculum • Collect data, compile reports, design and deliver action plans to ensure the quality of the Modules across the programme. • Set, mark and assess work and examinations in the BSc (Hons) ODP Curriculum and providing constructive and timely feedback to students. • Act as a personal tutor to a group of students throughout the BSc (Hons) Operating Department Practice programme including being available to students at agreed times outside of teaching schedule to provide academic and pastoral support. • Supervise major project work in Year 3 by undergraduate students, and supervise and mentor students. • Review and develop the curriculum and design and launch other academic awards where appropriate, including as part of a proposed post-registration (learning beyond registration) portfolio. • Maintain a broad knowledge of up-to-date research and scholarship in relevant 	80





fields and undertake pedagogic research to support the evaluation and development of awards offered by the school.

- Support and comply with the University and departmental teaching quality assurance standards and procedures including the provision of such information as may be required by the Department or the University.
- To ensure that the School’s reputation in teaching and learning, and student satisfaction is developed and maintained.
- To ensure along with colleagues, that the undergraduate programme offered by the school continues to meet the approval criteria set by and general expectations of external stakeholders.
- To ensure that student feedback on teaching is sought, through questionnaires and other sources, and to respond constructively to such feedback and to advice from peers.
- Visit students during Clinical Placement periods and carry out the role of academic link person in relationship to all ODP students based in a particular clinical area.
- To apply for external sources of funding either individually or in partnership with colleagues within or outside the University to support and enhance teaching-related activities in the School.

Administration

- Contribute to the development and running of the department, chairing committees and leading any development activity.
- To be involved in the recruitment and selection of students to the programme.
- Attend departmental meetings and to participate in other committees and working groups within the department, the School, the College and the University to which appointed or elected.
- To participate in relevant professional activities and engage in continuous professional development for example through participation in relevant staff development programmes.
- Undertake, subject to agreement of the Head of Department and the University as appropriate, external commitments which reflect well upon and enhance the reputation of the University.
- Ensure compliance with health and safety requirements in all aspects of work.
- In collaboration with colleagues within the Department, identify pedagogic training needs, provide leadership on curriculum design and encourage innovation in learning, teaching and assessment, within the framework of the Department’s strategic areas of activity.
- To be the schools key contact in relationship to pedagogic or non-pedagogic initiatives for example Interprofessional Education, Professional Organisation Links, Marketing and Recruitment etc.

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Internal and External Relationships

- The post-holder will be a team member of the departmental staff responsible for the delivery of the teaching, administration, assessment and support of the BSc (Hons) ODP curriculum.
- The post-holder will have interaction with staff of the AHP School, the College of Life Sciences and clinical staff working with the hospitals across the East Midlands and beyond and associated personnel involved with the delivery of teaching and appropriate administrative matters.
- The post-holder will be required to attend periodically organised departmental and ODP School committee meetings relevant to the post.
- The post holder will work with service user representatives in the design and delivery of the BSc (Hons) ODP programme.
- The post holder will engage with staff from external awarding and auditing bodies including Health Education England and the Health and Care Professions Council
- The post-holder will be encouraged to attend and /or contribute to the School/College/ University organised seminar programmes.

Planning and Organising

- The post-holder will be involved in the planning, organisation, co-ordinating and delivery of the teaching of undergraduate and post-registration students undertaking the BSc (Hons) ODP in the School and other Learning Beyond Registration provision.
- The teaching, administration and organisation tasks will be allocated by the HoD.
- Shaping the strategic direction of own area of activity, leading the planning activity over many months or years.
- Participation in the departmental operational planning and curriculum development process supporting the strategic direction of the unit and wider department.

Qualifications, Knowledge and Experience

Essential

- * A Professional Qualification for Operating Department Practice work in **all** aspects of the practitioner role.
- * Hold professional registration as a Registered Operating Department Practitioner (with HCPC).
- * Exhaustive experience employed in an Operating Department as a registered practitioner.
- * Experience of teaching ODP students in a HEI, or within an operating department setting.
- A First Degree or Post Graduate Certificate (including PGCE) or Post Graduate Diploma, in a Health or Educational related subject.
- Knowledge of a variety of academic topics relating to ODP.
- Willingness to undertake any training provided to ensure contribution of the post-holder across the breadth of the curriculum.
- Fellowship of the Advanced HE or willingness to undertake the necessary application process within the first 6 months.





- Knowledge of the professional standards that influence the delivery of the BSc (Hons) ODP curriculum.
- Willingness to undertake further post-graduate education to Masters level

Desirable

- Post graduate education to Masters Level.
- Experience of using or developing computer based learning materials or Web-based resources (including tablet based resources, BlackBoard, VLE etc.).
- Experience of assessment using an e-portfolio
- Experience of simulation teaching.
- Experience of the use of current assessment methodologies in ODP education
- Experience and knowledge of research relevant to Operating Department Practice

Skills, Abilities and Competencies

Essential

- Teaching skills re: lecturing, small-group work, tutoring, ppt. presentation
- Organisational & administrative ability
- Computer literate
- High level of proficiency in English, sufficient to undertake research, teaching and administrative activities utilising English Language materials and to communicate effectively with staff and students
- Ability to travel to clinical placement areas throughout the East Midlands and beyond

Desirable

- Developing web-based and other interactive learning resources

****Criteria to be used in shortlisting candidates for interview***

Criminal Declaration and Disclosure and Barring Service (DBS)

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

This post is exempt from the Rehabilitation of Offenders Act 1974 because the appointee will have substantial access to young people and/or vulnerable adults. Therefore, an appointment to this post will be subject to checking through the Disclosure and Barring Service (DBS). The successful applicant for this post will, therefore, be required to give consent for the University to check and obtain appropriate clearance with the DBS for the existence and content of any criminal record in the form of a Standard disclosure.

Information received from the DBS and the police will be kept in strict confidence and will be destroyed once the University is satisfied in this regard.

Supporting University Activities





As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

Equality and Diversity

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

