

### JOB DESCRIPTION

<b>Job Title:</b>	<b>Teaching Fellow in Operating Department Practice</b>	<b>Grade:</b>	<b>AC2</b>
<b>School:</b>	<b>Health Sciences</b>	<b>Date of Job Evaluation:</b>	<b>November 2020</b>
<b>Role reports to:</b>	<b>Section Lead</b>		
<b>Direct Reports</b>	<b>None</b>		
<b>Indirect Reports:</b>	<b>None</b>		
<b>Other Key contacts:</b>	<b>Head and Deputy Heads of School, Programme Leaders, Professional Services staff</b>		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

#### **PURPOSE OF ROLE:**

To conduct high quality teaching on the School's Operating Department Practitioner (ODP) courses and to contribute to post-qualifying/post-graduate courses according to expertise. The role will focus on delivering high quality education in a variety of formats. The person appointed will be expected to:

- Contribute significantly to the delivery of teaching activities, using a range of materials reflecting the needs of a diverse student body; across the range of courses offered by the School
- Support development of new modules demonstrating excellence and innovation in module design
- Engage in professional practice across the subject area and contribute to the profile of the School / Faculty/ University
- Support the delivering of the student experience

#### **KEY ACCOUNTABILITIES:**

##### **Team Specific:**

- Contribute to the delivery of high quality, innovative and effective teaching, and new teaching initiatives, including inclusive approaches to setting and marking assessment with a specific focus on operating department practice
- Liaise with local operating theatre and surgical services where students undertake placements, providing support to students and practice educators
- Co-ordinate modules within the School as appropriate to the remit of the role and professional expertise
- Act as a personal tutor and research supervisor providing support and supervision accordingly
- Contribute to the assessment process (i.e. marking, moderating and attendance at assessment panels as required)
- Contribute to the ongoing quality monitoring, review the design and develop of new modules demonstrating excellent curriculum design within midwifery

- Develop and use existing networks within mental health nursing in order to promote the School's teaching and research
- Contribute to marketing, student recruitment and selection activities as required
- Work with other academics and professional services to deliver an excellent student experience to ensure student success and employability
- Undertake research and related project work, publishing scholarly papers arising from this within the remit of the role
- Contribute to the general academic administrative work of the School and Faculty

**Generic:**

- Assist the ODP course team in achieving the course/ School / University KPIs
- Contribute to School plans, activities and efficient working practices
- Participate in visits to schools, local community groups, public engagements and related activities
- Demonstrate a commitment to equality, diversity and inclusion through teaching practice and / or engagement with University initiatives
- Contribute to School-based teaching and enhancement activities
- Promote your work and represent your discipline and the work of the University internally and externally, and take a proactive approach to ethical, good practice

**Managing Self**

- Contribute to the development and delivery of excellent learning, teaching and assessment practice across the University
- Develop expertise in practice or research-informed teaching with an increasing degree of autonomy
- Keep abreast of developments within the field and seek continuous improvement of own professional practice
- Actively participate in established professional development framework activities
- Behave in a manner which reflects the University values and behaviours which creates a positive environment for work and study
- Maintain a high standard of student engagement and satisfaction

**Core Requirements**

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible

**Additional Requirements:**

- Fulfil the role of link lecturer and / or academic assessor, liaising with designated mental health services where students are placed
- Any other duties commensurate with the post and grade as agreed with the Head of School and the PVC of the Faculty
- This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the School of Health delivers the required level of service.

**KEY PERFORMANCE INDICATORS:**

- Performance Indicators will be established in consultation with the Head of School as part of the post-holder's annual Appraisal and Professional Development Review

**KEY RELATIONSHIPS (Internal & External):**

- Teaching and professional services staff across the School of Health Sciences; practice supervisors, assessors and clinical practice facilitators working in mental health services

**PERSON SPECIFICATION**

<b>Essential</b>	<b>Desirable</b>
<p><b>Experience of</b></p> <ul style="list-style-type: none"> <li>• Practising as a ODP, providing leadership in OD practice.</li> <li>• Conducting high quality, innovative and effective teaching in either a Higher Education or professional practice setting</li> <li>• Leading courses/modules/training, adopting a responsive approach to student/trainee feedback (depending on context)</li> <li>• Assessing and supervising students within a higher education <b>or</b> professional practice setting</li> <li>• Acquiring internal and external resources for practice/teaching development</li> <li>• Contributing to the development of new courses/modules/training</li> <li>• Seeking and obtaining funding to support the development of resources for practice/teaching development</li> <li>• Working with a range of personnel to support the overall student experience</li> </ul>	<p><b>Experience of</b></p> <ul style="list-style-type: none"> <li>• Implementing innovation</li> <li>• Undertaking outreach activity which promotes operating department practice</li> <li>• Undertaking peer and or service reviews and activity/planning</li> </ul>

- Supporting students in the transition to employment/professional practice.
- Contributing to promoting operating department practice and or education through professional and/or other scholarly activities

**Skills**

- Ability to engage with and respond to student feedback
- Outstanding organisational, IT communication and interpersonal skills
- Ability to engage effectively with professional bodies at a national level

**Qualifications**

- Current registration with the HCPC as a Registered Operating Department Practitioner
- Masters level qualification or readiness to commence a Master's

**Personal attributes**

- We are looking for people who can help us deliver the values and behaviours of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity

**Skills**

- N/A

**Qualifications**

- PGCE or PGCHE or HEA Fellow