



## Lecturer in Pharmacy

### Job Description

<b>Faculty / Department:</b>	Apprenticeships & Skills		
<b>Responsible to:</b>	Head of Apprenticeships & Skills		
<b>Responsible for:</b>	N/A		
<b>Grade:</b>	Salary: £29,470 - £39,717 (Grade 3 – 4, SCP 16 – 27)		<b>Hours:</b> Part-time, 14.8 hours per week, Permanent (0.4 FTE)

#### Role Summary:

Working as part of the Apprenticeship & Skills Team you will be designing and delivering sessions and one to one's in pharmacy-related subjects. You will be developing curriculum and teaching materials to meet program objectives and accreditation standards. The role will include assessing student learning through assignments and completion of formative assessment. You will be required to maintain expertise in pharmacy practice and industry trends through continuing education and professional development. You will collaborate with colleagues throughout the College to develop employer relationships and engagement.

#### Main Duties and Responsibilities:

##### Work Processes and results

- To coordinate, design, deliver and develop a programme(s) of study for both Apprenticeships and Full Cost qualifications.
- To work with the Head of Apprenticeships & Skills and other Lecturers in developing best practice in learning, teaching and assessment, ensuring standardisation and continuity.
- To assess learners according to established guidelines, and provide a positive learning experience.
- To ensure quality and compliance in relation to Apprenticeship Funding Rules.
- To design, develop, monitor and share resources for learner use on Canvas.
- To act as a personal tutor to a group(s) of learners supporting their Individual Learning Plans and co-ordinate tutorial support liaising with subject tutors and wider college provision.
- To participate in parent evenings, open events, enrolment and interviewing applicants.
- To keep up to date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning. Including proactive engagement with the College's CPD programme.

- To contribute to the internal and external quality assurance procedures in line with Awarding Body and college requirements.
- To implement quality procedures, contributing to thorough, evaluative programme reviews which feed into the self-assessment process.
- To complete documentation, appropriate records of learner performance and attendance and administration associated with the role and responsibilities.
- To attend and contribute to relevant meetings within the College.
- To maintain appropriate standards of learner behaviour and attendance in accordance with college policies.
- To implement the college's Mathematics and English code.
- To undertake any other duties as may reasonably be required commensurate with the post.

### **Team Work**

- To work closely with the other Departments, as well as with partner agencies.

### **Communication / Documentation**

- Communicate effectively across a wide range of audiences.

### **Personal Development / Performance**

- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

### **College Values**

- To demonstrate and uphold the College's values.
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate in making the College and inclusive environment in which to learn and work.

### **Safeguarding of Children and Vulnerable Adults**

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges.
- To attend relevant and associated training, as required.

### **Equality, Diversity, Health and Safety and Strategy**

- A strong commitment to the principles and practice of equality and diversity
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

### **General Data Protection Regulation and Data Protection Act 2018**

- To understand, be aware of, and ensure full compliance with the General Data Protection

Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.
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*This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the postholder.*

*These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the postholder.*

*This Job Description and Person Specification is accurate as at May 2024. In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.*



## PERSON SPECIFICATION

### Lecturer in Pharmacy

Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
<b>Qualifications/ Education/ Training</b>	<ul style="list-style-type: none"> <li>MPharm degree (Masters of Pharmacy).</li> </ul>	A, I	<ul style="list-style-type: none"> <li>Assessor Qualification (e.g A1, TAQA).</li> </ul>	A
	<ul style="list-style-type: none"> <li>Registered Pharmacist of the GPhC (General Pharmaceutical Council).</li> </ul>	A, I		
	<ul style="list-style-type: none"> <li>Teaching qualification (or a firm commitment to obtain the required teaching qualification).</li> </ul>	A, I		
	<ul style="list-style-type: none"> <li>A minimum of 4 GCSEs (A* - C, 9 – 4) including Maths and English.</li> </ul>	A, I		
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of assessing and coaching apprentices and developing employer relationships.</li> </ul>	A, I	<ul style="list-style-type: none"> <li>Experience of Audit and Inspections.</li> <li>Knowledge of the Education Inspection Framework.</li> <li>Understanding of the apprenticeship levy.</li> </ul>	A
	<ul style="list-style-type: none"> <li>Understanding of EPA requirements.</li> </ul>	A, I		A
	<ul style="list-style-type: none"> <li>Experience of working in a fast environment, autonomously and the ability to work towards deadlines and meet targets.</li> </ul>	A, I		A

	<ul style="list-style-type: none"> <li>• A fast learner, with an open manner and good interpersonal skills who can adapt quickly to the College's operating environment and establish trust and respect at all levels internally and externally.</li> <li>• Innovative problem solver with a challenging, commercial outlook, balancing competing resource needs and demonstrating an ability to deliver to challenging deadlines.</li> <li>• Knowledge and understanding of GDPR.</li> </ul>	<p>I</p> <p>I</p> <p>A, I</p>		
<b>Skills/ Aptitudes/ Competences/</b>	<ul style="list-style-type: none"> <li>• Patience when working with others.</li> <li>• Strong IT skills, excellent verbal and written communication skills.</li> <li>• Excellent organisation and prioritising skills.</li> <li>• Ability to inspire and motivate others, particularly apprentices.</li> <li>• Ability to work on own initiative or as part of the wider apprenticeship team.</li> <li>• Demonstrate commitment to and an understanding of safeguarding,</li> </ul>	<p>I</p> <p>I</p> <p>A, I</p> <p>I, P</p> <p>I</p> <p>I</p>		

	<div>diversity and equality.</div> <ul style="list-style-type: none"> <li>• Ability to work flexibly, including evenings and weekend work as and when required.</li> <li>• Proactive, determined, positive and robust enough to cope with the demands of this important and high-profile role.</li> <li>• An innovator and motivator and a personal style that demonstrates commitment and inspires trust and confidence with both apprentices and employers.</li> </ul>	<div>I</div> <div>I</div> <div>I</div>		
<b>Other</b>	<ul style="list-style-type: none"> <li>• Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work duties.</li> </ul>	A, I		

## TERMS & CONDITIONS FOR ACADEMIC STAFF

### **Conditions of Appointment**

All offers of employment are subject to a Probationary period of up to twelve months, during which time performance will be assessed. In addition, all appointments are subject to:

- *A satisfactory Enhanced Disclosure by the Disclosure and Barring Service (DBS).*
- *A satisfactory Children's Barred List check;*
- *A satisfactory overseas criminal record check (if applicable);*
- *Verification that candidate is legally eligible and permitted to work in the United Kingdom;*
- *Verification of all relevant and required essential qualifications for the relevant post, by original certificate;*
- *Receipt of two references considered suitable by the College;*
- *Successful completion of all elements of the Company and College Induction during the Probationary period, including training modules in Safeguarding, WRAP, Equality, Diversity and Inclusion, GDPR and Health and Safety.*

### **Pension Arrangements**

All eligible Academic Staff will be automatically enrolled into the Teachers' Pension Scheme (TPS) which provides comprehensive retirement benefits. It may be possible to transfer benefits from a previous company or private pension plan into the scheme.

### **Working Hours**

The standard full time working week for all staff is 37 hours.

### **Maternity, Paternity & Adoption**

The College has a suite of Family Friendly policies, including Maternity, Paternity and Adoption schemes, many of which provide benefits over and above statutory benefits.

### **Sick Pay**

The College has a scheme of enhanced sickness benefits.

### **Training and Development**

Stoke on Trent College was one of the first Colleges in the country to achieve the Investors In People Award. We remain committed to the professional and personal development of all our employees. Individual Training and Development plans are formulated via the Staff Check-In process.

### **Holidays**

Full time Academic Staff are entitled to 39 days' annual leave per year as well as 5 days' additional leave to be taken on days directed by the Corporation (e.g., during the shutdown between Christmas and New Year). All staff are entitled to the 8 public bank holidays each year. There are a number of directed leave days each academic year and these are set out in the College Calendar. Typically these directed leave days will be during Christmas, Easter and in the summer period where the College will close its sites in the interests of efficiency.

### **Staff Parking**

Free and ample parking space is available on both sites, subject to availability at peak times. Employees must ensure that they register their vehicle registration with the parking system.

### **Trade Union Representation**

The College acknowledges and accepts the importance of consultation and partnership with employee representatives. Accordingly, it recognises UCU for all employee consultation issues affecting Academic Staff.

### **Salary Payments**

Salary is paid by direct credit transfer to your bank or building society account in 12 equal instalments. Payment is made on the 27th day of each month or the previous working day if the 27<sup>th</sup> falls on a weekend or bank holiday day.

**Salary Progression**

Salary progression will be in accordance with the criteria approved by the Corporation.

**Notice Periods**

The amount of notice you are required to give and entitled to receive is 3 months. In the event of redundancy, the notice period that Academic staff are entitled to receive is 4 months. Fixed term employees will serve notice as per their contract of employment. The notice period applicable during a probationary period is 1 month.

**Location of Work**

Your principal place of work will be at the site given in the contract of employment and job description of the post. However, you may be required to work on either temporary or indefinite basis, at any premises at which the Corporation may from time to time provide services.

**Equality of Opportunity**

Stoke on Trent College is committed to the principle of equal opportunity. We will ensure that no employee, applicant for employment or student receives less favourable treatment on any grounds, which cannot be justified in relation to employment, education and training.