

JOB DESCRIPTION

Job Title:	Senior Lecturer - Paramedic Science Apprenticeship
Department:	Social Work and Health Care Apprenticeships
Contract:	Permanent, Full-time
Salary Range:	£45,641 - £57,666 per annum
Salary Grade:	AC3
Report To:	Head of Department/Deputy Head of Department
Job Purpose:	To provide academic leadership in the planning, development and delivery of high-quality Apprenticeship programmes, with a designated focus on Paramedic Science, creating inspiring, inclusive and professionally relevant learning opportunities that support student achievement, progression and employability. The role plays a key part in leading innovation and quality enhancement in Learning and Teaching, ensuring the provision meets professional, academic and apprenticeship standards while contributing to the coherence, quality and continuous improvement of provision across the department. The postholder supports the effective operation and ongoing development of departmental provision through responsibility for programme-related oversight, monitoring and administration, working collaboratively with university quality, compliance and professional services colleagues to ensure alignment with internal and external benchmarks. As a senior member of the academic team, the role involves providing leadership, guidance and support to colleagues, contributing to shared objectives and promoting high standards of academic practice and student experience across the health and care Apprenticeship provision.
Main Duties & Responsibilities:	Learning and Teaching:

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	1. Manage and deliver learning activities on a range of courses and levels within the apprenticeship provision, leading on apprenticeship compliance activities, including monitoring and supporting off-the-job (OTJ) training requirements, and supporting apprentices to evidence their progress towards Apprenticeship Assessment/End-Point Assessment (EPA). Contribute to the delivery of Apprenticeship Assessment activities, where required. 2. Develop and prepare high quality, inspiring and inclusive Learning and Teaching (to include digital learning) materials, assignments, activities and assessments which support student learning and embed employability skills. 3. Undertake assessment of students' course work, project work and examinations, and maintain up-to-date and accurate records of their progress and achievement. 4. Supervision, guidance and marking of students' independent work (e.g. practical work, dissertations). 5. Participate fully in course team activities and act as a Unit/Module Leader as required. 6. Promote innovative methods of delivery including the use of learning technologies and learning spaces in professional practice. 7. Lead on the planning and design of educational programmes, including apprenticeship provision, as required, ensuring the completion of associated administration and quality assurance. 8. Lead on the design and delivery of innovative programmes which meet the needs of the students and industry and enhance teaching excellence and student employability. 9. Contribute to the development of Learning and Teaching strategies to ensure compliance with academic and vocational expectations. 10. Support student placement activities as required. 11. Support apprenticeship compliance activity, including monitoring and supporting off-the-job (OTJ) training requirements, contributing to progress, and supporting apprentices to evidence progress towards End-Point Assessment (EPA)/ Apprenticeship Assessment. 12. Contribute to curriculum development, promotion and marketing of new courses and new approaches to Learning and Teaching.
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	13. Provide high quality academic, pastoral and personal support for students, including acting as a Personal Tutor. Management and Administration: 14. Co-ordinate the administration, enrolment and induction of students. 15. Assist with timetabling as required. 16. Manage and monitor programme performance, including apprenticeship provision e.g. retention, attendance, success, progression and student satisfaction. 17. Work with employers, practice partners and apprenticeship compliance colleagues to ensure timely completion of required apprenticeship processes and documentation (e.g., learning plans, progress reviews, OTJ evidence, and EPA readiness), escalating compliance risks where appropriate. 18. Contribute to student recruitment through participation in marketing and promotional events, such as open days/evenings. 19. Review curriculum areas to ensure they are current, innovative and industry relevant e.g. contributing to relevant validation and approval processes, developing new courses. 20. Support and contribute to the completion of the Self-Assessment Report (FE) or programme improvement plan. 21. Contribute to award boards (HE). Liaison and Networking: 22. Lead and develop collaborative links with other programmes/subjects and develop internal networks. 23. Lead and develop links with external partners such as other educational bodies, employers and professional bodies to foster collaboration. 24. Maintain effective employer and practice partner liaison to support the apprentice journey, including contributing to planned review points supporting any placement/employment concerns that impact learning, and ensuring communication supports timely progression and completion.
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	25. Reflect and act upon feedback from students/peer observations to enhance practice. 26. Mentor colleagues and actively support their professional development; lead development activities which enhance professional practice. 27. Prepared to work towards fellowship of the Higher Education Academy (HEA) or obtain Qualified Teacher Learning and Skills Status (QTLS)/Advanced Teacher Status (ATS), as appropriate. General: 28. Engage in meaningful professional development and updating relevant to the University and School objectives. 29. Participate fully in team/Department/School meetings and planning activities; prepared to take a leading role. 30. Participate fully in annual review and other University processes; engage in the review process as a Reviewer as nominated by the Head of Department. 31. Promote and adhere to the values of University College Birmingham. 32. Duty of care in respect of Health and Safety of self and others. 33. To commit to upholding the principles of Safeguarding and the PREVENT agenda. 34. To ensure practice is in line with the requirements of the General Data Protection Regulations. 35. Any other duties commensurate with the nature and grade of the post.

*The above does not represent an exhaustive list of duties associated with this role.

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PERSON SPECIFICATION

Post	Senior Lecturer - Paramedic Science Apprenticeship	Weighted criteria
Experience:		
1	Experience of leading learning, teaching and assessment within paramedic or healthcare education, with evidence of successful student outcomes.	x
2	Experience of working effectively with internal and external quality and regulatory bodies to support assurance, compliance and continuous improvement within healthcare Apprenticeship provision.	x
3	Experience of internal and external stakeholder engagement to ensure a quality provision.	
4	Experience of leading the development of new curriculum/approaches to teaching and learning, including the effective use of simulated and digital learning techniques	x
5	Experience of overseeing and supporting apprentice preparation for End-Point Assessment (EPA), including evidence development and readiness processes, where applicable	x
Skills & Abilities:		
6	Excellent organisational and administrative skills	
7	Ability to work independently, to take the initiative, and to innovate in Learning and Teaching; with the ability to lead, and work as a member of a team.	
8	Excellent interpersonal and communication skills, both written and verbal, with the ability to engage and support diverse student groups	
9	Ability to critically reflect and innovate teaching, curriculum delivery, and student experience with a commitment to inclusive education.	
10	Demonstrates appropriate digital and ICT competence, and the ability to apply learning technologies effectively to support learning, teaching and assessment.	
Education & Qualifications:		
11	Degree level qualification in Paramedic Science	
12	Current registration with the Health and Care Professions Council (HCPC) as a Paramedic.	
13	A recognised teaching qualification in higher education (e.g. PG Cert or equivalent) or a willingness to achieve one within an agreed timeframe	
14	English and Maths qualifications at Level 2 (GCSE C/4) or equivalent or a willingness to obtain.	
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Training & Professional Development:		
16	Evidence of continuing professional development (CPD) relevant to Health Care Apprenticeships	

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17	Up-to-date knowledge of developments in health care practice, policy and regulatory frameworks, including apprenticeships.	
18	Engagement with academic and professional networks to maintain subject experience and influence clinical / academic practice.	
19	Fellowship status of Advance HE or commitment to achieve.	
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Other:		
21	Flexible approach to work; willingness to undertake academic activities in the evening when necessary and participate in occasional weekend activities such as recruitment days. There may also be some occasional travel to partner agencies.	
22	Willingness and ability to travel as required to support apprenticeship delivery, employer engagement, placement activity and attendance at relevant meetings or events.	
23	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
24	Commitment to delivering high quality services to students.	
25	Adherence to the relevant regulations of the University and appropriate professional bodies, if applicable.	

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