**JOB SPECIFICATION**



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| **MYERSCOUGH AND PROUD** |
| At Myerscough College and University Centre we have a nationally and internationally recognised Further Education, Higher Education, Adult Education and Apprenticeship provision. The Further Education provision is well established, the Higher Education provision has a well-recognised partnership with UCLan and the apprenticeship provision is operational nationally. We offer a rewarding and enjoyable working environment, where colleagues are inspired to make a positive difference to the educational experience and employability of our students. We are one of the top five largest land-based and sports colleges in the UK. |

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| **JOB TITLE** | **AREA OF WORK** |
| Veterinary Nursing  Practice Placement Officer | Veterinary Nursing and Farriery |
| **SALARY** | **BENEFITS** |
| £23,318 - £31,536 per annum in accordance with qualifications and experience.  Salary for those holding an Internal Quality Assurance qualification will commence from a minimum of £24,467 | Teachers’ Pension Scheme  36 days annual leave to include up to 5 days to be taken between Christmas and New Year at direction of the Principal, plus Bank Holidays |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Head of Veterinary Nursing and Farriery  Assistant Heads of Veterinary Nursing  HE VN Placement Co-ordinator | N/A |
| 1. **GENERIC KEY TASKS AND RESPONSIBILITIES**   **Refer to Management Guidelines regarding the determination of the duties of lecturing staff** | |
| Visiting HE students in practice placement  Observing and internal quality assurance of assessments in practice  Internal quality assurance of nursing progress logs for undergraduate nurses  Monitoring practice placements – students and practices | |

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| 1. **DUTIES** |
| Internal quality assurance visits to FdSc students in practice placement all over the country. Ensure both students and practices meet Myerscough School of Veterinary Nursing, University of Central Lancashire (UCLan) Higher Education Institution (HEI), and Royal College of Veterinary Surgeons (RCVS) standards. |
| Travelling to a range of practices all over the UK including the Channel Islands and Isle of Man as required. Completion of Health & Safety assessments (HASWELs) and practice placement annual approvals. Timely completion of support visits to students – at least 2 visits per student per academic year (more depending upon the needs of the student and practice / practice risk banding).  Close liaison with HE VN Placement Co-ordinator and FdSc VN Course Tutors regarding students / placements / assessments / nursing progress logs. To RCVS standards. |
| Internal quality assurance of clinical coaches/supervisors teaching and supporting FdSc VN students in the workplace / veterinary practice placement. To RCVS standards. |
| Internal quality assurance of nursing progress logs for FdSc VN undergraduate students and production of reports as required. To RCVS standards. |
| Involvement in securing new veterinary practices for undergraduate placement provision. |
| Attendance at careers open mornings / student interviews / tours and clinical coach/supervisor and Practice Principal workshops. |
| Personal tutorials for undergraduate VN students in the workplace / veterinary practice placement, recorded on eILPs in a timely manner. |
| Ensure Personal Tutorials are delivered to the highest quality and ensure timely completion of eILPs. |
| Communication via telephone/ email / text / Canvas / Teams to students / practices / RCVS / parents (with permission) – including booking visits and relaying outstanding issues back to HE VN Placement Co-ordinator and Course Tutors. |
| Organisation of relevant paperwork to ensure that students comply with RCVS and UCLan regulations, including the memoranda of understanding. |
| Recording and maintaining all relevant practice placement documentation in the placement officer files, and coordinate relevant paperwork for UCLan and RCVS. To RCVS standards. |
| Assist with nursing progress log sessions timetabled into College timetable. |
| Assist with / deliver practical sessions in College to undergraduate VN students in order to open some skills on the nursing progress log where possible, and to support their preparation for final OSCE examinations. |
| Meet annual Continuing Professional Development (CPD) requirements for both Myerscough and RCVS. Document all CPD on the RCVS 1CPD platform and ensure reflection upon CPD in completed and recorded. Provide these records to Myerscough College and external bodies as required. |
| You will role model and promote the College values:   * **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making. * **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. * **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. * **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do. |
| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos. |
| Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved. |
| Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices. |
| Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses. |
| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility. |
| Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |

**Location of work**

Employees may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with the appropriate Line Manager.  Employees are expected to participate fully in the review and, following discussion, to update the relevant job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes following consultation with the relevant employee/s.

**FE/WPL** **EMPLOYEE SPECIFICATION**

(A) Assessed via Application form (I) Assessed via Interview

(P) Assessed via Presentation/Mini teach in interview (T) Assessed via Test

(PI) Post Interview

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI)  Self-motivated and capable of motivating undergraduates and clinical coaches/supervisors in practice (A/I)  Empathetic towards practice and student needs (A/I)  Good listener (I) |  |
| ***Attainments*** | |
| Registered Veterinary Nurse or Veterinary Surgeon (A)  GCSE English and Maths at Grade C/4 or above (or an equivalent standard) (A)  Level 4 Internal Quality Assurance qualification (A) **OR** willing to work towards a IQA qualification within agreed time period (A)  Level 2 Health & Safety qualification (A) **OR** willing to work towards a H&S qualification within agreed time period (A) | Teaching Qualification (A) (PET module required to be able to progress to Band 4)  Foundation Degree, BSc / BSc (Hons) or equivalent (or higher) qualification in Veterinary Nursing or related area (A)  Diploma Higher Education Clinical Veterinary Nursing / Diploma in Advanced Veterinary Nursing (A)  Certificate in Advanced Veterinary Nursing (A)  Fellowship of the Higher Education Academy or willing to work towards (A/I)  First Aid Certificate (A) |
| ***Special Aptitudes*** | |
| Excellent communication skills with the ability to motivate learners (A/I/P)  Competent in ICT (A/I)  Adaptable and able to work flexibly, within a team or on own initiative (A/I)  Able to demonstrate the capability of being an inspirational role model for all stakeholders e.g. staff, students, parents / guardians (A/I/P) | Experienced Clinical Coach/Supervisor (A/I)  Involved in latest course developments (A/I)  Experience of coaching / mentoring staff / delivering CPD (A/I)  External verification/examination role (A/I)  OSCE examiner (A/I) |
| ***Interests*** | |
| A professional interest in the subject discipline (A/I/P)  Evidence of commitment to continued professional development (CPD) (A)  Empathy with education (A/I/P)  Good understanding of RCVS requirements and VN training (A/I) |  |
| ***Disposition*** | |
| Excellent interpersonal skills (I/P)  Approachable (I)  Person centred approach (I/P)  The capacity to communicate effectively both verbally and in the written word at all levels (A/I/P)  Enthusiastic and self-motivated (A/I) |  |

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| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure and Barring Service clearance at Enhanced level (A/I)  Ability and willingness to work flexibly (A/I)  Willing to complete external work placement visits (A/I)  Ability to work evenings / weekends, as required – careers / conventions / recruitment events (A/I)  Possess a current driving licence or willing to travel as required by other means (A/I)  Prepared to travel and stay away from home to complete practice / student visits, meeting the needs of the business (A/I) |  |

Interviews will explore issues relating to safeguarding/the “Prevent” agenda and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Veterinary Nursing  Practice Placement Officer | Veterinary Nursing & Farriery |
| **SALARY** | HOURS OF WORK |
| £23,318 - £31,536 per annum in accordance with qualifications and experience.  Salary for those holding an Internal Quality Assurance qualification will commence from a minimum of £24,467 | 37 Hours per Week  Refer to Management Guidelines |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 36 days annual leave to include up to 5 days to be taken between Christmas and New Year at direction of the Principal, plus Bank Holidays | Teachers’ Pension Scheme  Up to £29,187.99 pa 7.4% Employee  £29,188 - £39,290.99 pa 8.6% Employee  £39,291 - £46,586.99 pa 9.6% Employee  £46,587 - £61,742.99 pa 10.2% Employee  £61,743 - £84,193.99 pa 11.3% Employee  £84,194 and above pa 11.7% Employee  23.68% Employer  You will automatically become a member of the TPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance  Refer to Staff Professional Code of Conduct |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £38.00 for an enhanced level check). | |
| **CONTINUING PROFESSIONAL DEVELOPMENT** | |
| In order to comply with the Further Education Teachers’ Continuing Professional Development and Registration (England) Regulations 2007, you are required to:   * complete a minimum number of hours of continuing professional development every year; * maintain a record of the CPD you have undertaken; * make that record available to the College   Failure to comply with these requirements may lead to your dismissal. Full details of the College’s policy in relation to Continuing Professional Development is available to all employees | |
| **REQUIREMENT FOR TEACHING QUALIFICATIONS/ASSESSOR AWARDS** | |
| Teachers employed in a further education institution are required to hold the teaching qualifications prescribed by the Further Education Teachers Qualifications (England) Regulations 2001 and the Further Education Teachers Qualifications (England) Regulations 2007.  The type of qualification required depends on a number of factors, including the date on which employment commenced and the type of post which is held  The Corporation will review with employees, either prior to commencement of employment or shortly thereafter, the qualifications required for the post that applied for and will provide such assistance as it deems reasonable to enable employees, if required, to secure requisite qualifications.  In the event that the requisite qualifications are not achieved within the period specified in the Regulations, the Corporation may have no alternative but to terminate employment and to this end the Corporation reserves the right notwithstanding any other provisions of this contract, to terminate employment by giving notice in accordance with clause 30.3 | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| **BENEFITS TO YOU** | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| **WHAT YOU GET** | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |