LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Lecturer in Clinical Herbalism	Post Number:	LC1185P
Daily Supervision:	LSL HE (Complementary Medicine, Business & Social Science)	Grade:	Lecturer Scale 1 - 7
Department:	HE	Last Updated:	June 2023

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:
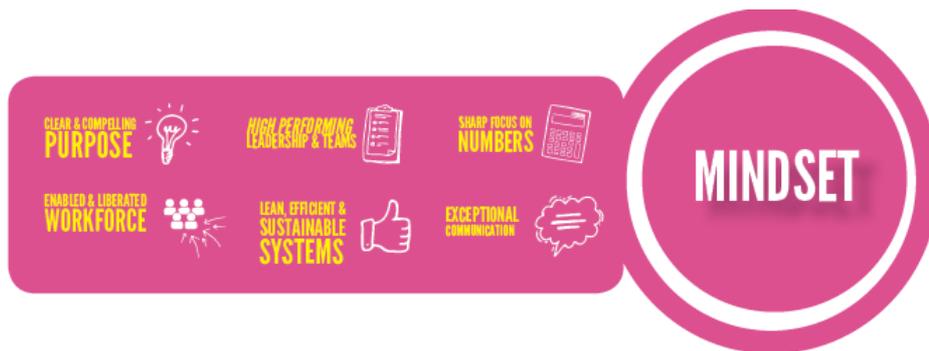
Job Purpose:

To teach Clinical Herbalism subjects on a range of courses and levels, as required.

To co-ordinate programmes and be a personal tutor to a number of students.

1. To teach on a range of Clinical Herbalism programmes which will include: Introduction to Herbal Medicine and BSc (Hons) Clinical Herbalism.
2. To prepare learning materials and assessments on specific modules/courses as required by the Head of Learning & Skills/Director of School.
3. To carry out the role of Personal Tutor, Programme, Year or Module Co-ordinator as required.
4. To contribute to the development of programmes.
5. To supervise clinical practice.
6. To supervise student research leading to dissertation.
7. To assist with the operation and commercial development of the School.
8. To contribute to the process of programme marketing and the recruitment and selection of students.
9. To liaise with local employers/practitioners to ensure training reflects their requirements.
10. To write submissions for awarding bodies.
11. To carry out internal verification as required.
12. To liaise with awarding bodies, external verifiers and PSRBs.
13. To co-ordinate the timetabling of student programmes.
14. To participate in any cross-college working / strategy groups as may from time to time be established.
15. To contribute towards the development of an inclusive learning environment.
16. To maintain learning, assessment and teaching quality through critical self-reflection and collegial activity.
17. To promote the development of the Equal Opportunities Policy throughout all aspects of employment.
18. To develop and maintain quality standards appropriate to the post.
19. To maintain professional standards and expertise by undertaking relevant professional development.
20. To conform with the Health & Safety requirements to the post.
21. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

	Knowledge	PSM
1	Relevant degree or professional vocational equivalent.	A/I
2	Certificate in Education, PGCE or equivalent or the ability and willingness to obtain a level 4 professional teaching qualification within 2 years of commencing employment (4 years for fractional posts).	A/I
3	GCSE (or equivalent) in Maths/English grade A-C	A/I

	Skills/Abilities – Interpersonal	PSM
4	The ability to teach across a range of subjects within Clinical Herbalism.	A/I/T
5	The ability to communicate effectively both orally and in writing to a wide range of people.	A/I
6	Good presentation skills.	A/I/T
7	The ability to work in a non-discriminatory manner.	A/I
8	The ability to respond to the individual learning needs of students.	A/I/T

	Experience	PSM
9	Teaching experience in Clinical Herbalism.	A/I
10	Relevant industrial experience in Clinical Herbalism.	A/I/T
11	Personal tutorship experience.	A/I

	Work Related Circumstances	PSM
12	The ability and willingness to undertake relevant staff development.	A/I
13	Willingness to work at times outside college calendar / day including teaching weekends.	A/I

	Skills/Abilities - Other	PSM
14	Good organisational skill	A/I
15	Appropriate level of IT skills to undertake relevant duties i.e. Word and Powerpoint or the willingness and ability to undertake relevant training.	A/I
16	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I

Prepared By:	Jennie McCann
Date:	May 2023

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test