



## Candidate Information

<b>Position:</b>	<b>Teaching Assistant (Adult Nursing)</b>
<b>Grade</b>	<b>AC1</b>
<b>School</b>	<b>School of Nursing and Midwifery</b>
<b>Salary:</b>	<b>£27,831 to £32,236 per annum (potential to progress to £35,210 per annum through sustained exceptional contribution)</b>
<b>Closing Date:</b>	<b>17 July 2019</b>

### **JOB PURPOSE:**

To provide assistance to colleagues engaged in the teaching process in the relevant discipline as assigned by the Director of Education.

### **MAJOR DUTIES**

#### **Teaching**

1. Carry out teaching within a clear and established programme, with assistance and support, e.g. demonstrating.
2. Provide student support through the personal tutor scheme, as allocated.
3. Develop own teaching materials, with assistance and support, e.g. preparation of course materials.
4. Assist in development of case scenarios for simulated teaching.
5. Assist in development of online resources.
6. Organise own teaching sessions, particularly practicals and tutorial, and liaise with other colleagues and students.
7. To provide support for the training of nursing and midwifery students in a range of practical clinical procedures, and high fidelity simulation.
8. To contribute to the delivery and development of OSCE examinations, including setup, evaluation, organisation, development and planning.
9. Keep records and comply with such procedures associated with teaching and assessment as may be specified including attendance at relevant meetings.
10. Assess student progress and provide feedback.
11. Reflect on practice and the development of own teaching and learning skills.
12. Carry out any other light duties which are appropriate to the post as may be reasonably requested by the academic lead for
13. Practice.
14. Provide support for nursing and midwifery students in allocated clinical areas.

#### **Planning and Organising:**

1. Plan and manage own teaching within the framework of the module and as designated by Year Leads/Programme coordinators.

#### **Resource Management Responsibilities:**

1. Use assigned teaching resources within defined limits as required
2. Co-ordinate own work with that of others to avoid conflict or duplication of effort.

#### **Internal and External Relationships:**

1. Liaison with staff and students.
2. Make internal and external contacts to develop knowledge and understanding of subject.

### **ESSENTIAL CRITERIA**

1. Relevant nursing qualification (RGN on the live NMC Register).
2. Substantial relevant clinical experience.
3. Basic ICT skills/experience.
4. Experience of teaching in a clinical setting
5. An ability to focus skills teaching using a team-based approach with patient safety a high priority.
6. Possess sufficient breadth or depth of specialist knowledge in the relevant discipline to teach within own area.
7. Ability to analyse and communicate effectively with students and staff at all levels.
8. Ability to contribute to nursing specialism where required.
9. Demonstrates the ability to work in a team.
10. Demonstrates the ability to prioritise own work and that of others.
11. Demonstrates willingness and ability to flexibly arrange working hours.

### **DESIRABLE CRITERIA**

1. Appropriate teaching certificate or diploma.
2. Communication skills training.
3. Advanced Life Support certificate
4. V300 qualification
5. Recent experience of clinical practice.
6. Experience in Acute Care Nursing
7. Experience in Anaesthetics
8. Experience of teaching using high fidelity mannequins
9. Experience of teaching clinical skills in a hospital or primary health care setting.
10. Demonstrates administrative and time management skills.