

## LINCOLN COLLEGE JOB DESCRIPTION

<b>Post Title:</b>	Lecturer in Herbal Therapeutics	<b>Post Number:</b>	LC0607P
<b>Daily Supervision:</b>	Head of Adult Specialist Provision	<b>Grade:</b>	Lecturer Scale 1-7
<b>Department:</b>	School of Advanced, Career and Higher Education	<b>Last Updated:</b>	September 2021

### Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

### Our Mission:

Employer-led; producing a highly skilled and productive local workforce.

### Our Cornerstones of Success & Values Guiding Behaviours:



### Job Purpose:

To lead on the development and delivery of the MSc. Herbal Therapeutics as Programme Coordinator

To teach Clinical Herbalism subjects on a range of courses from level 3 to 7, particularly Level 7, as required.

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

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To carry out the role of Programme Lead for the MSc. Herbal Therapeutics.
2. To teach on a range of Clinical Herbalism programmes which may include: Introduction to Herbal Medicine, BSc (Hons) Clinical Herbalism and MSc Herbal Therapeutics
3. To prepare learning materials and assessments on specific modules/courses as required by the Head of Learning & Skills/Director of School.
4. To carry out the role of Personal Tutor, or Module Co-ordinator as required.
5. To contribute to the development of new programmes, particularly the MSc. Herbal Therapeutics.
6. To supervise clinical practice.
7. To supervise student research leading to dissertation.
8. To assist with the operation and commercial development of the School.
9. To contribute to the process of programme marketing and the recruitment and selection of students.
10. To liaise with local employers/practitioners to ensure training reflects their requirements.
11. To write submissions for awarding bodies.
12. To carry out internal verification as required.
13. To liaise with awarding bodies, external verifiers and PSRBs.
14. To co-ordinate the timetabling of student programmes.
15. To participate in any cross-college working / strategy groups as may from time to time be established.
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.**

## PERSON SPECIFICATION

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
4	Postgraduate qualification in Herbal Medicine or related subject	A/I

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

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

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

Skills/Abilities - Other		PSM
15	Good organisational skills including administration of an academic programme	A/I
16	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
17	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I

<b>Prepared By:</b>	Jennie McCann - Head of Learning and Skills: Adult Specialist Programmes
<b>Date:</b>	September 2021

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