**JOB DESCRIPTION**

This form summarises the purpose of the job and lists its key tasks.

It may be varied from time to time at the discretion of the College in consultation with the postholder.

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| **Job Title:** Teaching Fellow/Senior Teaching Fellow in Veterinary Nursing **–** Fixed Term | **Job ref no:** CSS-0287-24 |
| **Grade:** 6 / 7 | **Department:** Clinical Sciences and Services |
| **Accountable to:** Head of Department | **Responsible for:** N/A |

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| **Job summary:**  To assist with the delivery, assessment and curriculum management of the RVC’s undergraduate Veterinary Nursing programmes. |

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| **Competency: Teaching and Learning Support**  **Key tasks:**   * Contribute to the delivery and assessment of the RVC’s portfolio of veterinary nursing programmes (FdSc, BSc). * Design and deliver theory and practical teaching to the RVC’s undergraduate veterinary nursing students * Design and deliver assessment activities associated with theoretical and practical elements of the Veterinary Nursing courses * Supervision of BSc VN student projects * Involvement with curriculum management: Module Leader/ Deputy Module Leader on a range of Veterinary Nursing courses. * Be a clinical tutor to support veterinary nursing undergraduates. * Contribute to other degree programmes as determined by line manager and Head of Department * Undertake any other reasonable course associated duties as required by the Head of Department or Course Director |
| **Competency: Communication**  **Key tasks:**   * Demonstrate by example the RVC and Centre of Veterinary Nursing’s purposes, vision, mission and values to RVC colleagues, learners, learners’ employers and visitors. * Demonstrate a high level and effective inter-personal and communication skills when engaging with other individuals in the RVC and members of the Centre of Veterinary Nursing team. * Generate well-written and accurate reports and other documents as required to ensure compliance with RVC and RCVS course quality assurance processes. * Give and seek constructive feedback to colleagues, learners and stakeholders. * Always communicate a positive image of the RVC and services. * Use tact and discretion when working with sensitive and personal issues. * React appropriately to requests for advice and information. * Proficiency in computer literacy (including Word, Power Point, Outlook and VLE Learn (Moodle) which is essential for this role) |
| **Competency: Analysis & Research**  **Key tasks:**   * Possess or be willing to develop the skills to initiate and contribute to veterinary healthcare or education related research projects |
| **Competency: Teamwork and Motivation**  **Key tasks:**   * Demonstrate full engagement and commitment to deliver effective and high-quality teaching, learning and assessment activities in the designation pathway. * By positive example, respect and demonstrate the RVC’s core values of selflessness, integrity, objectivity, accountability, openness, honesty, trust, respect and leadership. * Engage in regular team meetings in line with the terms of reference for the undergraduate VN programme, being receptive to diverse viewpoints and promoting inclusivity. * Promote equal opportunities in accordance with the College’s Equality Strategy. * Demonstrate by example the RVC’s core purposes, vision, mission and values to all RVC colleagues, students, collaborators and visitors. * Ability to self-motivate and motivate others as part of a team. * Maintain a flexible approach to working in a changing environment. |
| **Competency: Liaison and Networking**  **Key tasks:**   * Develop strong professional relationships and reputations both internal and external to the College with faculty colleagues, learners, veterinary practices, and other stakeholders through provision and communication of outstanding teaching * Contribute to the internal committee network |
| **Competency: Service Delivery**  **Key tasks:**   * Contribute to planning strategic direction and future development of the undergraduate and post registration qualifications in veterinary nursing. · Participate in the administration and management of the VN courses. |
| **Competency: Planning and Organising Resources**  **Key Tasks:**   * Contribute to planning strategic direction and future development of the undergraduate and post registration qualifications in veterinary nursing. · Participate in the administration and management of the VN courses. |
| **Competency: Work Environment**  **Key tasks:**   * Health and Safety and Data Protection are maintained. * Attend Health and Safety, Data Protection, Equality and Diversity and Information Security training, as required. * Actively promote equality and diversity and encourage colleagues to do the same. * Follow a zero-tolerance approach to bullying and harassment in all forms and to lead by example in this area. |
| **Competency: Pastoral Care and Welfare**  **Key tasks:**   * To be knowledgeable of all College support systems in order to be a point of support and advice for members of the team and learners and be able to direct to the appropriate support networks as and when necessary. |
| **Competency: Personal Development**  **Key tasks:**   * Undertake personal continuing professional development to maintain RVN/ MRCVS registration status and keep up to date with current best practice in practical teaching and clinical veterinary nursing. |
| **Flexibility:** To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. |