

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Professional Skills Instructor/Mentor in Nursing and Midwifery

## **College/Department**

College of Health, Psychology and Social Care

## **Location**

All Derby sites and Chesterfield

## **Job Reference Number**

0523-24

## **Salary**

£31,814 to £35,750 per annum pro rata (for exceptional performers, there is scope for further progression up to £41,113 per annum).

## **Reports To**

Head of Discipline

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

To support the development of professional skills, practical, technical, vocational, and associated learning for students and apprentices. Where necessary, support their individual learning needs and progress monitoring both in the workplace, on placement, at alternative venues, on College/University premises or online. This will include the provision of work and learning mentoring and coaching and the recording of formal and informal records of progress in on and off-the-job training.

## **Principal Accountabilities**

1. To plan and deliver professional, practical, technical, vocational and associated theoretical learning activities for students and apprentices including training, support for learning and assessment using a variety of methods both on and off the job.
2. Prepare suitable learning materials for a range of activities to develop the student’s knowledge, skills and behaviours linked to relevant apprenticeship standards or regulatory body frameworks.
3. Demonstrate tasks and processes to individuals and groups.
4. Provide instruction to the specified standards and provide feedback to students on progress through written and online methods, coaching for high expectations of progress and attainment.
5. Provide support and mentoring for students and apprentices in the setting of goals and objectives pertaining to their professional skill development needs.
6. To deliver advice and support, based on an in-depth knowledge and understanding of your discipline area e.g:
   * develop an understanding of course structures, learning outcomes, and PSRB requirements
   * undertake reviews with students, mentors, external partners and Personal Academic Tutors
   * review training needs and conduct action planning that support the development of knowledge skills and behaviours in relation to all practice learning opportunities e.g. Virtual, Clinical, Leadership and Management, Education, Research
   * provide guidance and support to students around setting objectives ahead of practice learning and identifying gaps/areas for further focus.
7. Provide individual and group mentoring for students and apprentices to ensure that apprenticeship candidates are selected appropriately and are matched to the needs of the employer.
8. Supervise groups of apprentices undertaking knowledge and skill acquisition through scheduled off-the-job learning activities, project work or while on work placement.
9. Assess knowledge and skills acquisition using a variety of assessment methods including individual coaching techniques to accelerate the learning of knowledge, skills, and behaviours.
10. Provide specific learning support and coaching to students and apprentices as required and ensure that learning support records are kept up to date.
11. Work with groups of students, apprentices, or individuals to prepare them for external qualification and end-point assessment according to the requirements of the relevant apprenticeship.
12. Complete all associated internal, employer and external documentation and track the student’s progress, including recording student and apprentice data on attendance and achievement using prescribed records systems, both manual and online.
13. Ensure that any assessment carried out is completed to the standards laid down by the awarding body and the College Quality Assurance systems.
14. Integrate the development of English and Mathematics skills, including their integration into broader learning activities linked to both on and off-the-job activities.
15. Monitor attendance of students and apprentices at prescribed off-the-job learning activities, ensuring that records systems are updated as required and employers are kept informed.
16. Ensure that students and apprentices are coached to always behave in a professional manner to a high standard of safety in the workplace and during off-the-job activities.
17. Work with liaison and business development teams and independently to develop new business opportunities and placements to increase employer engagement and apprentice uptake and progression.
18. To undertake any other duties which may, from time to time, reasonably be required within the general level of responsibility.

**General Duties**

1. Achieve personal and team targets for recruitment, progress, completion and achievement or apprentices within designated durations.
2. To take an active role in the mentoring and progress of students and apprentices, providing a liaison between the student/apprentice, their employer and the off-the-job training provider.
3. Take an active part in the College and University’s Staff Development Programmes
4. Take an active role, when required, in all curriculum management activities, including open days, recruitment events and external moderation activities.
5. To understand and comply with the University’s Equality and Diversity Policy.
6. To comply with copyright, software licensing legislation and related University procedures.
7. To ensure that the College’s quality assurance procedures are adhered to, and additional action is taken where necessary.
8. To comply with the requirements of Safeguarding Children and Vulnerable Adults, Health and Safety, Quality and other University policies including Risk Management.

## **Person Specification**

### Essential Criteria

#### Qualifications

* Good Honours Degree in a relevant subject or discipline.
* Registration with the Nursing and Midwifery Council (for example Registered Nurse, Midwife, Nursing Associate)
* Hold or be willing to undertake a teaching qualification.
* Level 2 Qualifications (either in Functional Skills or GCSE A-C/4-9) in both English and maths or a willingness to achieve within an agreed timescale.

#### Experience

* Experience within and/or knowledge of the health and/or care sectors.
* Demonstrable evidence of ability to engage with learners to support high quality learning outcomes.

#### Skills, knowledge and abilities

* Highly developed communication skills
* Ability to use own initiative.
* Ability to work effectively on your own and with a small team.
* Well-developed administrative and organisational skills
* Ability to work flexibly within a team.
* Good time management skills.
* A commitment to the principle of widening participation
* A commitment to College and University values and behaviours.

#### Business requirements

* A commitment to continued professional development, particularly in mentoring, coaching or demonstrating
* Willingness and flexibility to travel and work between University and external sites in a cost effective and timely manner.

### Desirable Criteria

#### Qualifications

* Postgraduate qualification(s) in a relevant subject area
* Postgraduate Certificate in Teaching and Learning in Higher Education
* Fellowship or Associate Fellowship of Advanced HE (HEA)

#### Experience

* Experience or knowledge of higher education and ability to use a range of techniques to inspire and engage students.
* Experience of Internal and External verification and moderation processes
* Practical experience of promoting equality and diversity.
* Practical experience of promoting Behaviours and attitudes
* Practical experience of promoting Personal development

#### Skills, knowledge and abilities

* An appropriate level of digital capability and aptitude with practical experience of applications which aid student learning.
* Ability to communicate complex and conceptual ideas to a range of groups.
* Excellent written and oral communication skills including networking and relationship building skills, both across the University and externally.
* Understanding of the current higher education environment and its implications for the student learning experience.

#### Business requirements

* Ability to work evenings, weekends and during holiday periods.

# **Benefits**

The University of Derby believes in providing choice to our people suited to their needs or life stages. Offering a number of salary sacrifice options, a generous holiday entitlement starting from 26 days plus bank holidays and 4 concessionary days and a host of family friendly policies, mean that splitting your time and finances can be easier. For those with prospective students in the household, we also offer tuition fee support to partners and children and, not forgetting you, we offer financial support for accredited learning.

Our competitive 'total reward' offering has something for everyone and looks to reward and recognise people in different ways.

Core to the package is a competitive pay structure and generous public-sector pension schemes. Our pay structure allows for stepped progression in role and is reviewed against the market and, where applicable, awarding national pay awards annually. Further financial support is offered through our generous pension contributions in support of your retirement fund with those within our Teachers’ Pension Scheme receiving an employer contribution of 28.6% of salary and those within the Local Government Pension Scheme at 23%.

Wellbeing at Derby features within our benefits options from our Employee Assistance programme through to our eyecare voucher scheme, not to mention the discounted membership for our on-site gym at our Kedleston Road campus. With our Inclusion and Wellbeing Networks, there really is support for everyone.

We also facilitate ‘Give as You Earn’ options to donate to your preferred charities straight from your pay which enhances the amount your charity receives for your donation.

At the University of Derby, we celebrate loyalty and achievements through our Staff Excellence Framework be it financially, or non-financially. We aim to foster a culture of boldness and brilliance in our people, and from a simple thank you through to a local awards ceremony, we recognise and celebrate notable achievements of our colleagues.

For more information on the benefits of working at the University of Derby go to the [Benefit pages of our website](https://www.derby.ac.uk/jobs/life-at-derby/rewards-and-benefits/).

# **Our People**

The University of Derby is committed to promoting equity, diversity and inclusion, regardless of age, disability, trans status, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.

We are Disability Confident Employers, demonstrating our commitment to disability inclusion, and invite applicants to highlight adjustments they may require to ensure equitable participation in our recruitment processes.

Further, we are committed to ensuring an environment which is trans and non-binary-inclusive for all our staff, students, partners, and visitors, and continuously review our policies, guidance and training.

When applying to join the University, you can choose your preferred title, including the gender-neutral title 'Mx'. We also ask our candidates if they would like to share their preferred pronouns. This is voluntary but demonstrates our commitment to inclusivity for trans and non-binary candidates. Once employed, you can add pronouns and preferred names onto our system.

The University of Derby undertakes anonymised shortlisting during the staff recruitment process. This means that, when shortlisting, panel members will not be able to see an applicant’s name and will see an applicant number instead. This demonstrates the practical steps we are taking to remove barriers to recruitment by minimising the possible impact of our unconscious bias.

However you identify, we actively celebrate the knowledge, experience and talents each person brings. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.

For more information on equity, diversity and inclusion at the University of Derby, please visit our [website](https://www.derby.ac.uk/about/equality-and-diversity/).