

JOB TITLE:

Clinical Education Manager

ROLE OVERVIEW

Job Title: Clinical Workforce Development Manager

Grade: £42,462 - £48,011

Contact Hours: FT, 37 hours per week

Faculty: Healthcare, Childcare & Public Service

Responsible to: Head of Faculty

KEY ROLE OBJECTIVES

To manage the clinical curriculum at all levels in the faculty, including developing and expanding the Higher Technical Education offer. To liaise with external partners and manage the work of a team of placement officers to ensure high quality clinical placements to support the faculty provision. To collaborate with other college departments to manage marketing and recruitment to clinical programmes. To manage educational activity to contribute to the development of the clinical workforce of the future, attending and contributing to external forums and work groups. To support the Head of Faculty and work with the Deputy Head of Faculty towards the wider faculty agenda.

1. MAIN RESPONSIBILITIES

- 1.1 To co-ordinate quality assurance processes and ensure that documentation is maintained and in line with the quality cycle within the faculty.
- 1.2 To co-ordinate processes which monitor student attendance, retention and achievement.
- 1.3 To liaise with external partners to negotiate and procure high-quality clinical placements to support learning programmes, managing the work of a team of placement officers in the Faculty.
- 1.4 To review, promote and champion the Faculty's clinical curriculum.
- 1.5 To establish the current clinical Higher Technical offer and expand it in line with the clinical workforce development needs.
- 1.6 To undertake an agreed programme of teaching which will relate to the size and complexity of the faculty which will be reviewed on an annual basis.

In negotiation with the Head of Faculty, to:

- 1.7 Support the professional development and effective deployment of staff, particularly timetabling, appropriate cover arrangements, etc.
- 1.8 Carry out an agreed programme of professional development reviews within the faculty.
- 1.9 Monitor the quality of the faculty's accommodation and resources and recommend improvements to enhance teaching and learning, including Information and Learning Technology.

- 1.10 To undertake a caseload of teaching observations and feedback sessions.
- 1.11 Ensure that processes and policies to support students e.g. learning support, pastoral, tutorial, referral and disciplinary, academic boards are understood by staff and effectively implemented.
- 1.12 Support the Head of Faculty in the effective implementation of all cross college policies and procedures e.g. Personnel Policies, Health & Safety, Equal Opportunities, etc.
- 1.13 Manage the recruitment of students and co-ordination of internal and external liaison activities.
- 1.14 Ensure that College Registry/CIS procedures are complied with by all staff in the Faculty.
- 1.15 To undertake any other duties, commensurate with the post, as required by a member of the Senior Leadership Team and/or Head of Faculty.

2. MANDATORY DUTIES

- 2.1 Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in college.
- 2.2 Commitment to equal opportunities.
- 2.3 Commitment to British Values and the Prevent Agenda.

3. OTHER

The post holder will undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and legislative requirements to which the college is subject, and

- with full regard for the college's equality, diversity, and health and safety requirements;
- to achieve individual and team targets assigned through the college's annual planning and staff appraisal processes;
- within approved income and expenditure budgets;
- subject to the college's approved strategies, policies and procedures.

ADDITIONAL DUTIES

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.

To promote and conduct your professional duties and responsibilities within the parameters of the colleges agreed values and aims.

This job description is current at the review date. In consultation with the post holder, it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

Reviewed: June 2024

Person Specification

JOB TITLE – CLINICAL EDUCATION MANAGER

Assessment Criteria

- Evaluated on application form (A) and/or interview (I) / Microteach (M)

Experience

Essential Criteria:

- Successful curriculum and team management or co-ordination (A/I)
- Teaching/training background in Healthcare (A)
- Working in the Healthcare sector (A)
- Commitment to outstanding student success and experience (A/I)
- Influencing and maintaining relationships with internal and external sector partners (A/I)
- Collating and interpreting data and providing reports (A/I)
- Implementing and monitoring quality assurance systems (A/I)

Desirable Criteria:

- Delivery of Commercial contract work/courses (A)
- Experience of delivering Assistant Practitioner and/or Associate Nursing training programmes(A)

Skills and Abilities

Essential Criteria:

- Ability to motivate and enthuse students (A/I)
- Ability to prioritise and manage time effectively; meets deadlines (A/I)
- Positively lead colleagues through change (A/I)
- Effective written and verbal communication skills (A/I)
- Innovative approach to tasks (A/I)

Personal Qualities

Essential Criteria:

- Organised and able to work under pressure (A/I)
- Team player (A/I)
- Empathetic (A/I)
- Resilient and flexible approach (A/I)
- Inspirational (A/I)
- Objective and Fair (A/I)

- Good sense of humour (I)

Qualifications

Essential Criteria:

- Educated to degree level in a Healthcare area (A)
- Nurse or Midwife (including post-registration) (A)
- Recognised teaching qualification (A)

Desirable Criteria:

- Driving License (A)

Mandatory Requirements

Essential Criteria:

- Commitment to safeguarding (including Prevent) and promoting the welfare of children and vulnerable adults (I)
- Commitment to equal opportunities (I)

Reviewed: June 2024

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.