

Job Details

Job Title	Pharmacy Professional Development Tutor		
Reports to	Pharmacy Professional Development Lead		
Scale	Qualified Lecturer		
Department	Health Science, Meditech & Technology		
Date Prepared	December 2024		
Date Reviewed	12th December 2024	Version Number	1

Job Overview

Purpose Statement

The purpose of this role is to support the Head of School, Pharmacy and the Pharmacy Professional Development Lead in the delivery of the Continuing Professional Development(CPD) courses within the area. You will ensure that these courses meet the needs of students, business and the community and that students receive a high-quality experience whilst ensuring quality and financial targets are met. As a tutor you will be working with the Pharmacy Professional Development Team to provide inspirational leadership for students, embedding our values of achievement, inclusion, excellence, focus and integrity.

You will liaise with employers, professional bodies, external verifiers and other stakeholders and will be required to contribute to relevant reports for both internal and external purposes.

Role Accountabilities

To provide assistance to the Head of School, Science and Pharmacy and the Pharmacy Professional Development Lead in the development and delivery of the CPD courses. This includes but is not limited to:

- To undertake teaching and assessing/verification duties at a level agreed with the Professional Development Lead.
- To work with the Pharmacy Professional Development Lead to maximise student enrolment.
- Ensure overall outstanding quality of teaching/assessing/verifying, learning and assessment across the courses.
- To work alongside the Pharmacy Professional Development team to ensure that retention, progress, attainment and destinations targets are met.
- To work alongside the Pharmacy Professional Development team to ensure course, student and employer satisfaction benchmarks are met each year.
- To ensure full compliance first time with all College procedures.
- To provide course costings and information relating to resources, ensuring a quality experience for students.
- To contribute to the collegial culture, mission and strategic objectives and to work with colleagues in the programme area and department and in other curriculum and service areas across the College.
- To support the Head of School, Science and Pharmacy and the Professional Development Lead in the planning, innovation, design and development of curriculum programmes and cross College marketing activities.
- To take part within the curriculum area the guidance, selection, admission and progression of students and deal with matters relating to their performance, achievement, conduct and discipline.
- To work alongside the Pharmacy Professional Development Lead to liaise with validating bodies, awarding bodies, exam boards and professional bodies to ensure compliance with curriculum quality requirements.



- To co-ordinate and be responsible for the effective administration of assessment, internal and external verification for the CPD courses.
- To be comply with College Equality and Diversity policies and procedures.
- To undertake additional duties that may be required commensurate with the level of responsibility of the post.

Method of working

Please note that this is a remote (working from home) post.

Bradford College expects all staff to work effectively as part of a team or teams, delivering high-quality standards of work that support and provide an excellent student/employee experience across the College.

As a minimum, this requires dealing with people politely and tactfully, communicating with colleagues and students both formally and informally, offering guidance and information by College guidelines, policies and procedures when requested and contributing to the maintenance of Bradford College environment.

To do this staff are expected to make themselves aware of the relevant policies and procedures. All staff are required to maintain confidentiality as required.

Working Relationships

Head of Department, Head of School, Professional Development Lead, Wider Pharmacy Team, Employers and Students.

Behaviours

Inclusive

- Develop effective relationships by removing barriers and promoting a sense of belonging.
- To promote and support an inclusive culture where staff and learners feel valued, safe and included.
- Works with all departments across the college to build their reputation and understanding of the organisation.

Trustworthiness

- Demonstrates credibility by being honest in their interactions with others and delivering what has been agreed.
- Assumes accountability for achieving personal and departmental objectives.
- Positively impacts those around them working in cohesion to achieve results.

Excellence

- Demonstrates passion and commitment to all the college's strategic objectives.
- Focuses on delivering an outstanding student and employee experience.
- Challenges the status quo with confidence and innovative thinking.
- Full understanding of the business area and the contribution they make to the wider organisational strategy
- Demonstrates a proactive 'can do' attitude irrespective of the challenge.
- Takes responsibility for own development and commitment to fulfilling own potential.
- Commitment to the college's mission to transform lives.

Person Specification

Criteria will be assessed using the details provided in your application and at the interview.

Essential	Desirable
<ul style="list-style-type: none"> GCSE A*- C or 9-4 or nationally recognised level 2 qualification in Maths or equivalent. (e.g. CSE 1, O Level A – C) GCSE A*- C or 9-4 nationally recognised level 2 qualification in English or equivalent. (e.g. CSE 1, O Level A – C) Registered Pharmacist or Pharmacy Technician Level 4 qualification in relevant subject area or extensive clinical knowledge and experience. A relevant teaching qualification or working towards this qualification or if appointed to achieve within an agreed timescale. Current knowledge and relevant occupational experience in the assessment area. Previous experience of teaching/training in a pharmacy environment Capable of working with candidates with a wide range of abilities. Experience of working successfully with a range of employers and other stakeholders Ability to engage and motivate candidates Excellent organisational skills Ability to communicate clearly and concisely in both verbal and written form. Evidence of research, practice and/or CPD activity 	<ul style="list-style-type: none"> Award in the Internal Quality Assurance of Assessment Processes and Practices or equivalent, i.e. V1. Certificate in Assessing Vocational Achievement or equivalent (i.e. A1) Teaching experience. Knowledge of requirements of awarding bodies. In depth knowledge of the delivery of the curriculum Experience of new course development Experience of e-portfolios Proven experience of accurately and timely assessing and verifying in the workplace/classroom Knowledge of requirements of awarding bodies In depth knowledge of the curriculum



