



BSc (Hons) Nutrition & Lifestyle Medicine

ACADEMIC SKILLS AND PERSONAL DEVELOPMENT MODULE LEADER

INTRODUCTION

BCNH is a leading provider of nutritional therapy training and the launch of a new BSc (Hons) Nutrition & Lifestyle Medicine in September 2021 has created an exciting opportunity to expand our team. We are passionate about providing the best possible learning experience for students and are looking for several dedicated, enthusiastic and highly disciplined individuals to join our team. We offer a flexible approach to home working and all staff have access to learning and development opportunities with the University of Northampton (our validating partner).

JOB SUMMARY:

Position: Module Leader, Academic Skills & Personal Development, 20 credits at Level 4

Job type: part-time, freelance / contract basis

Location: remote working

Hours: 10-15 hours per week (TBC), **Sept - January annually**

Rates of pay: £16 / hour

Closing date for applications: please apply as soon as possible. Applications will remain open until the role is filled.

QUALIFICATIONS & SKILLS

Essential:

- BSc qualification or equivalent in a relevant subject (e.g. Nutrition Science)
- Experience in supporting students in the development of core academic skills for higher education
- ICT literate
- Highly disciplined, organised, proactive, able to work independently and within a team

Desirable:

- Master's degree in a relevant subject
- Experience of leading modules and programmes in HE settings
- Experience in the delivery of high-quality teaching and assessment materials
- Experience of teaching and use of learning technologies

- A relevant teaching qualification

RESPONSIBILITIES AND DUTIES:

The Level 4 Academic Skills and Personal Development module is designed to support students in the transition to Higher Education and the study of nutrition science. The module provides a foundation in the key academic and personal development skills required for both success on the programme and for future clinical practice.

The module leader is ultimately responsible for the module, ensuring it is delivered to plan, on schedule and to the required quality. This includes a range of responsibilities and duties, spread across four key areas of 1) teaching and learning 2) assessment 3) student support and 4) evaluation and review.

The following is a sample of tasks required in this role:

Teaching and Learning

- Prepare and load asynchronous module material to the virtual learning environment (VLE) e.g. introductory reading material, additional resources
- Design and deliver a range of formative activities / exercises designed to develop academic skills, across multiple topics (e.g. referencing, reflective writing, presentation skills, understanding nutrition research)
- Liaise with guest lecturers to ensure lecture content is current, appropriate and supported by research
- Liaise with guest lecturers to ensure lectures are delivered on time, to the quality expected and are recorded for students unable to attend
- Liaise with Personal Academic Tutors (PAT) and provide direction for group PAT tutorials
- Prepare for and deliver weekday evening tutorials to support students in the development of relevant skills and assignment preparation (6x 1-2 hour tutorials across the module)

Assessment

- Finalise assignment briefs and grading rubrics for the module assessments
- Prepare a recorded 'walk-through' of the assignment briefs for students to access at the start of the module
- Respond to assignment queries, either 'face-to-face' during virtual office hours and live tutorials, or via a discussion forum
- Manage assignment submissions and resubmissions, including student requests for extensions
- Participate in marking meetings with the BSc Programme Leader and UON moderator as required
- Assess formative and summative group presentations
- Grade written assignments (first sit and resit) in line with prescribed marking guidelines and provide written feedback to students
- Be available to talk to students individually about their assignment feedback

Student Support

- Be available to speak to students during set office hours (e.g. 1-2 hours per week) and, where necessary at an alternative mutually convenient time
- Monitor student engagement and liaise with the BSc Programme Leader and Personal Academic Tutors to identify students who may need additional support

Evaluation

- Respond to student feedback, working in conjunction with the BSc Programme Leader
- Complete module evaluation forms, identifying areas of good practice and suggested changes for the next delivery
- Implement approved changes during the next delivery of the module

A module leader will be required to liaise with other staff members as required (e.g. Personal Academic Tutors and other module leaders) and will report to the BSc Programme Leader and BCNH College Principal. Regular module meetings will take place at least once a week to plan workload and ensure timely delivery of the module.

Module leaders will also sit on the BCNH Academic Board and be a member of the BCNH Student Staff Committee.

Equal Opportunities:

BCNH is committed to a comprehensive policy of equal opportunities in the employment, education and clinical treatment of all individuals, that they be selected and treated on the basis of their relevant merits and abilities without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We therefore welcome and encourage job applications from people of all backgrounds.

Please email your CV to breda@bcnh.co.uk