



## **BSc (Hons) Nutrition & Lifestyle Medicine**

### **FOOD PROCESSING, MACRO- & MICRONUTRIENTS 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, Food Processing, Macro- & Micronutrients, 20 credits at Level 4

**Job type:** part-time, freelance / contract basis

**Location:** remote working

**Hours:** 10-15 hours per week (TBC), **Sept - Jan 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 sciences)
- 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 Food Processing, Macro- and Micronutrients module is designed to develop students' understanding of macro- and micronutrients and how dietary, lifestyle and environmental factors (including food processing) impact on their normal functions.

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, formative activities and quizzes
- 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 BCNH clinical staff to ensure clinical seminars are delivered to the required quality and on time (e.g. proof-read case study exercises, check student submissions)
- Prepare for and deliver weekday evening tutorials to support learning of module material and assignment preparation (3x 1-2 hour tutorials across the module)

### **Assessment**

- Finalise assignment briefs, questions 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
- Prepare and provide feedback on formative tasks to develop students' understanding of the assignments
- 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
- Grade 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](mailto:breda@bcnh.co.uk)