



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

JOB DESCRIPTION

Job Title:	Clinical Education Coordinator, Speech and Language Therapy
School:	Cardiff School of Sport and Health Sciences
Location:	Llandaff Campus
Grade:	8 A/B
Salary:	£53,301 - £61,759 per annum pro rata
Hours:	14.8 hours per week
Tenure:	Permanent

Role Summary:

The post holder will provide strategic leadership on the design and delivery of the clinical aspects of the BSc (Hons) Speech and Language Therapy programme at Cardiff Metropolitan University. S/he will coordinate clinical education and placements across the programme and facilitate collaborative partnerships with health boards, local authorities and other organisations in order to ensure sufficient provision of Speech and Language Therapy practice-based learning opportunities, in line with HCPC and RCSLT guidelines. S/he will problem solve issues arising, working collaboratively and sensitively with ATL Healthcare, Programme Director (BSc (Hons) Speech and Language Therapy), SLT managers and Placement Coordinators within the NHS. The post holder will also be responsible for ensuring the smooth day-to-day running of the Speech and Language Therapy clinical facilities, jointly with relevant staff, as well as providing comprehensive risk assessments to safeguard the health and safety of students, staff, and patients.

Mae'r ddogfen hon hefyd ar gael yn Gymraeg / This document is also available in Welsh.

Principal Duties and Responsibilities:

This role profile is indicative, not prescriptive, and the balance of duties will be in accordance with the contract of employment.

The postholder will lead on the clinical education of SLT students, the support of practice educators in Speech & Language Therapy placements and the running of the onsite clinic for people with communication difficulties by:

- Collaborating with Speech and Language Therapy Heads of Service and placement coordinators to ensure the availability and sustainability of good quality SLT clinical placements, in line with RCSLT practice education guidelines
- Maintaining existing, and devising where needed, effective systems for placement sourcing, allocation, approval and monitoring
- Being familiar with programme and profession specific standards and guidelines relating to clinical education, including HCPC standards of proficiency and RCSLT practice education guidelines
- Leading on and coordinating the support of students while on placement
- Leading on and coordinating practice educator training for SLT clinical placements
- Working collaboratively with University student services and the well-being team to lead on reasonable adjustment for clinical placement within the SLT team
- Enhancing and coordinating feedback from student evaluations in relation to clinical education and practice placements, and dissemination of that information.
- Acting as member of the University's Placement Audit team, and further developing audit procedures as per HCPC guidelines.
- Leading on the development of the clinical knowledge and skills of students on clinical placements
- Providing specialist teaching into clinical education modules and speech & language pathology modules
- Providing operational support with the running and coordination of the onsite clinic for people with communication difficulties
- Contributing to the development of SLT practice education on a professional and national level through collaboration with RCSLT

Teaching and learning support

- Design, develop and deliver a range of programmes of study (sometimes for entirely new courses) at various levels.
- Review on a regular basis course content and materials, updating when required.
- Develop and apply appropriate teaching techniques and material which create interest, understanding and enthusiasm amongst students.
- Ensure that course design and delivery comply with the quality standards and regulations of the university and department.

Research and scholarship

- Engage in pedagogic and practitioner research and other scholarly activities.
- Contribute to the development of teaching and learning strategies.

- Work in conjunction with others to apply subject knowledge to practice.

Communication

- Disseminate conceptual and complex ideas to a wide variety of audiences.

Liaison and networking

- Lead and develop internal networks for example by chairing and participating in School and Institutional committees.
- Provide professional advice e.g. act as external examiner.
- Lead and develop external networks for example with external examiners and assessors e.g. professional associations.
- Develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration.

Managing people

- Provide academic leadership to those working within programme areas, as course leader or equivalent, by for example agreeing work plans to ensure that courses are delivered effectively or organising the work of a team by agreeing objectives and work plans with reference to the Academic Handbook.
- Contributing to the development of teams and individuals.
- Act as a personal mentor to peers and colleagues.
- Resolve problems affecting the quality of course delivery and student progress within of own areas of responsibility, referring more serious matters to others, as appropriate.
- Leading/contributing to courses through pedagogy /research activity.

Teamwork

- Help to lead teams within areas of responsibility.
- Help to ensure that teams within the department work together.
- Participate to help resolve conflicts within and between teams.

Pastoral care

- Responsible for dealing with referred issues for students within own educational programmes.
- Provide first line support for colleagues, referring them to sources of further help if required.

Initiative, problem-solving and decision-making

- Resolve problems affecting the delivery of courses within own educational programme and in accordance with regulations.
- Make decisions regarding the operational aspects of own educational programme.
- e.g. Contribute to decisions which have an impact on other related programmes.
- e.g. Monitor student progress and retention.
- e.g. Provide advice on issues such as ensuring the adequate balance of student population, appointment and student and other performance matters.
- e.g. Spotting opportunities for strategic development of new courses or appropriate areas of activity and contributing to the development of such ideas.

Planning and managing resources

- Responsible for the delivery of own educational programmes.
- Contribute through the teams within which you are a member of to the overall management of the department in areas such as resource management, business and programme planning.
- Lead in setting standards and monitoring progress against agreed criteria for own area of responsibility.
- Be involved through various routes in departmental level strategic planning and contribute to the Institution's strategic planning processes.
- Plan and deliver consultancy or similar programmes within the constraints of resources available.
- Be responsible for quality, audit and other external assessments in own areas of responsibility.

Sensory, physical and emotional demands.

- Balance the pressures of teaching and administrative demands and competing deadlines.

Work environment

- Within the context of Cardiff Metropolitan University's H&S Policy depending on area of work (e.g. laboratories, workshops, studios) may be expected to take responsibility for conducting risk assessments and reducing hazards.

Expertise

- In-depth understanding of own specialism to enable the development of new knowledge and understanding within the field.

Standard Notification

These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, People Services and Health and Safety policies and procedures.



PERSON SPECIFICATION

Job Title: Clinical Education Coordinator - SLT

School/Unit: CSSHS / Speech and Language Therapy

***Key**
A - Application form
I - Interview
T -Test

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T*
Education and Qualifications (Essential)	A good honours degree.	✓		
	Master level qualification or equivalent specialist clinical experience.	✓		
	Ability to achieve Fellow Status as part of the Higher Education Academy's Professional Recognition scheme, within agreed timescales (as soon as is practicably possible and definitely within three years of commencement of employment).	✓	✓	
	Registered Speech and Language Therapist.	✓		
	Membership of HCPC.	✓		
Education and Qualifications (Desirable)	Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.	✓		
	An earned masters or doctoral level qualification	✓		
Knowledge (Essential)	An in-depth knowledge of specialist subject and professional area.	✓	✓	✓
	An in-depth understanding of pedagogy.	✓	✓	✓
	An in-depth understanding of research/innovation and scholarly activity.	✓	✓	
	Evidence of continuous professional development	✓		
Knowledge (Desirable)	Evidence of work at a national level in specialist subject or professional area.	✓		
Skills and Abilities	Sound understanding of SLT practice in the UK across a variety of clinical settings.	✓	✓	

Relating to Role (Essential)	<p>Ability to review programme design on a regular basis to ensure compliance with quality standards and academic regulations and to make alterations where appropriate.</p> <p>Ability to contribute to the achievement of the School Development Plan and the institution's strategic planning processes.</p> <p>Ability to identify (through the analysis of appropriate management information) areas requiring improved performance in relation to clinical education e.g. student numbers, student satisfaction.</p> <p>Ability to take responsibility for a number of key areas, such as leading on the departmental clinical education strategy.</p> <p>Ability to communicate and disseminate complex and conceptual ideas in a variety of ways – presentations, reports, learning materials, results of scholarly activity, feedback etc. to a wide variety of audiences.</p> <p>Ability to lead and contribute to the development of teams to ensure effective and productive working relationships.</p> <p>Ability to lead/develop/work collaboratively with a number of internal and external networks, e.g. external SLT services and professional associations</p> <p>Ability to plan workloads and projects and manage resources effectively.</p> <p>Ability to provide professional advice to a wide range of stakeholders.</p> <p>Experience of supporting students on clinical placement.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p></p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p>✓</p> <p>✓</p> <p></p> <p>✓</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>
Skills and Abilities Relating to Role (Desirable)	<p>N/A</p>			

Experience Paid/Unpaid (Essential)	<p>Experience of HE teaching or equivalent.</p> <p>Experience of providing academic or professional leadership and first line support/mentoring for other colleagues.</p> <p>Experience of engaging in pedagogic or practitioner research.</p> <p>Experience of contributing to the development of academic or professional strategies for example, teaching and learning.</p> <p>Experience of supporting clinical education.</p>	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	 ✓
Experience Paid/Unpaid (Desirable)	<p>Experience of teaching and scholarship in Higher Education.</p> <p>Experience of conducting audit or research.</p>	✓ ✓		
Other Requirements (Essential)	N/A			
Other Requirements Welsh Language Skills (Desirable) For the full skill descriptions, please visit our staff recruitment website.	<p><u>Listening, Speaking, Reading, Writing</u></p> <p>A1 - Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.</p>	✓		

*The appointment of the successful applicant will be subject to a Disclosure and Barring Service check (DBS, previously CRB).

*Please note that a criminal record may not necessarily be a bar to obtaining employment in Cardiff Metropolitan University. For further information on Disclosure and Barring Service (DBS, previously CRB) please go to <https://www.gov.uk/crb-criminal-records-bureau-check>

