University of Nottingham
UK | CHINA | MALAYSIA

Role profile

Job title	Academic and Professional Tutor	Job family and level	Clinical/Professional Teaching (Level 6)
School/ Department	School of Psychology, Faculty of Science	Location	University Park Campus

Purpose of role

To contribute teaching, research supervision, academic and professional tutoring and to support the development and delivery of the Doctorate in Applied Educational Psychology (Professional Training). The role holder will be expected to work in a local authority Educational Psychology Services for the remaining portion of their work and to carry out a range of generic and/or specialist duties as an Educational Psychologist.

	Main responsibilities	% time per year (subject to change)
1	▪ Responsibility for the development, coordination and delivery of teaching of allocated taught modules.	20
2	▪ Responsibility for undertaking teaching, administrative, marking/examination and tutorial duties.	20
3	▪ Responsibility for oversight and support of professional placements for educational psychologists in training.	20
4	▪ Contribute to course operation and development through participation in Course Business and Tutor Meetings and other development activities.	10
5	▪ Contribute to the profile of the Educational Psychology training and profession through publication, lectures, and other appropriate project and dissemination activities.	10

6	▪ Contribute to the selection and recruitment of candidates and promotional activity for the Doctorate of Applied Educational Psychology.	10
7	▪ To deputise for the Programme Director and represent the programme at University and other external partnership meetings as appropriate.	10

Person specification

	Essential	**Desirable**
Skills	▪ Excellent interpersonal skills including the ability to communicate well orally and in writing. ▪ Ability to teach adults using a variety of methods and styles. ▪ A high level of professional skill in consultation, problem solving, psychological assessment and intervention techniques. ▪ Outstanding organisational skills, ability to plan ahead, set priorities, manage workload, allocate time and effectively cope with stress. ▪ Excellent record of attendance and punctuality. Computer literate. ▪ Ability to support colleagues, supervise and support students and engage in joint problem solving. ▪ Ability to work collaboratively with colleagues and course members from a wide range of cultural backgrounds.	▪ Highly literate and keenly interested in reading on developments in applied psychology, education and related subjects. ▪ Up to date knowledge of relevant legislation, innovative. developments/best practice. ▪ Practical experience of using qualitative and quantitative research models. ▪ Practical experience of planning and implementing relevant research projects. ▪ Ability to work with a wide range of people including school staff, LEA officers, other agencies, parents and voluntary organisations. ▪ Experience of working with diversity. ▪ Ability to create a working culture that is sensitive to and values the contributions of a range of professionals.

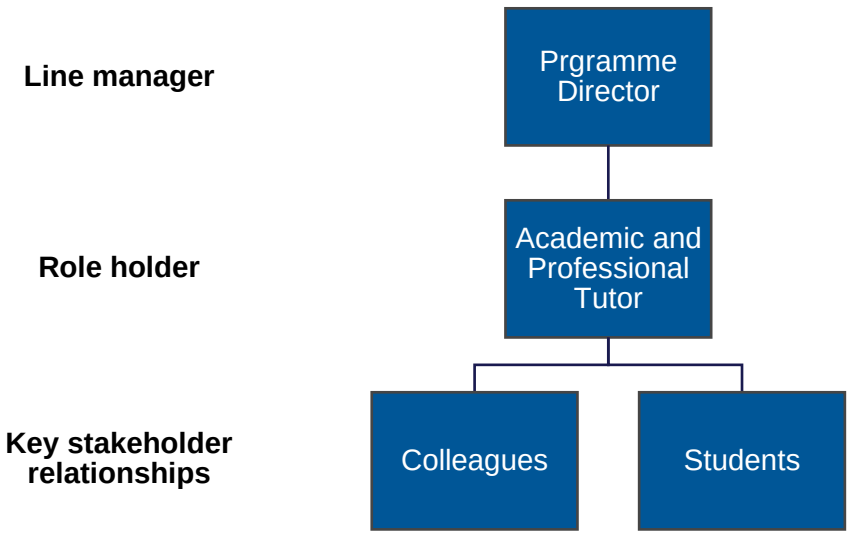
Knowledge and experience	▪ Experience of contributing to the training, development and supervision of educational psychologists. ▪ A record of successful experience within an Educational Psychology Service. ▪ A record of effective work in schools and other settings as an educational psychologist. ▪ Evidence of involvement in local authority research, project work or service and policy development. ▪ Organisation and management of training using a range of methods.	
Qualifications, certification and training (relevant to role)	▪ Postgraduate Professional Training Qualification in Educational Psychology. ▪ Registered with the Health and Care Professions Council as a Practitioner Educational Psychologist.	▪ Doctorate – PhD or Professional Doctorate in Educational Psychology. ▪ Registered as a Chartered Psychologist or Member of the British Psychology Society.
Other	▪ Currently employed by a Local Authority in Educational Psychology Services. ▪ Substantive employer must be willing to enter into a secondment agreement with the University.	

Athena SWAN Silver Award

The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people	Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
Taking ownership	Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
Forward thinking	Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
Professional pride	Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
Always inclusive	Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others