



Job title	Clinical Tutor, Assistant Professor	Job family and level	Research and Teaching Extended Level 5 (Teaching and Learning)
School/ Department	School of Medicine, Mental Health & Clinical Neurosciences	Location	The East Midlands Campuses of the University of Nottingham

Purpose of role

The purpose of this role is to provide high quality teaching and support to the Doctorate in Clinical Psychology (DClinPsy) programme. You will contribute to the planning, design and development of the clinical placement strand of the programme. You will support the coordination and allocation of placement opportunities and support both supervisors and trainees in managing any challenges that arise. You will work closely with the Clinical Tutor team, in particular the Senior Clinical Tutor at University of Nottingham and will take delegated responsibility for managing the clinical practice component of the programme for an allocated number of trainees. You will develop new concepts and ideas and develop and win support for teaching development proposals. This role may also include individual or collaborative teaching development projects.

You will build positive relationship with trainees through personal tutoring and appraisal processes, with the wider programme team and with key stakeholders in clinical services. You will make a significant contribution to the DClinPsy programme team and to the wider academic unit via leadership and co-ordination of specific initiatives.

The School of Medicine recognise the importance of continuous professional development and therefore the importance of providing opportunities, structured support and encouragement to engage in professional development each year.

To find out more about the School of Medicine, its values, vision, teaching and research, please see our [further information leaflet](#).

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Teaching, Planning, and Delivery:</p> <ul style="list-style-type: none"> Be responsible for the design of course modules and/or programmes of study in clinical psychology and for the quality and the development of teaching and teaching methods and assessments in the academic unit to ensure student needs and expectations are met. To plan and deliver teaching, including coaching and supporting tutorial groups, across a range of modules or within a subject area; providing curriculum leadership within own area of expertise. Planning, managing and monitoring trainee experience within the framework of individually focused programmes of training. 	30%

	<ul style="list-style-type: none"> • Be responsible for and supervise practical work, including projects, field trips or placements, where it is part of the course, and advising students on techniques, ensuring that the School's arrangements for compliance with the University Safety Policy are implemented. • Be responsible for and comply with The University of Nottingham Teaching Quality assurance standards and procedures. 	
2	<p>Assessment and Supervision:</p> <ul style="list-style-type: none"> • Be responsible for the pastoral care of students within a specified area, dealing with sensitive issues by acting as Personal Tutor to designated groups of trainees, monitoring trainee experience to ensure that academic and professional development is achieved effectively within the framework of individually focused programmes of training. • Assessing and marking Practice Based Learning Exercises, presentations, clinical case studies and written assignments, as well as examining doctoral theses. • Supervision and evaluation of clinical placements in consultation with Senior Clinical Tutor, Programme Co-Director (Clinical Practice), supervisors and trainees. • Ensure teaching quality assessment and assessment of progress and other information is maintained and supplied to the University as required. 	30%
3	<p>Engagement and Communication:</p> <ul style="list-style-type: none"> • To contribute to student recruitment and secure student placements and provide appropriate advice to others involved in this activity. • Contribution to the coordination of programme stakeholders (placement providers) in Nottinghamshire and Derbyshire. 	10%
5	<p>Research:</p> <ul style="list-style-type: none"> • You are expected to make a contribution to research that is in balance with wider contributions to teaching and other activities. • Supervise and support clinical psychology trainees in undertaking doctoral level research under the guidance of the Programme Co-Director (Research). • Undertake formal audits of trainee competences, knowledge and skills and their progress towards the achievement of proficiencies and core competences for training as set out by the HCPC and British Psychological Society. • Undertake clinically relevant research as appropriate. 	10%
6	<p>Other: Administration</p> <ul style="list-style-type: none"> • Ensuring all appropriate record forms, logbooks and placement reviews are completed punctually. • Taking and transcribing formal minutes of placement review meetings and producing formal reports to evaluate placements and trainees. • Any duties appropriate to the grade and level of the role. 	20%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent oral and written communication skills, including the ability to communicate with clarity on complex and sensitive information to those with limited knowledge and understanding as well as to peers, using high level skills and a range of media. • Substantial/specialist continuing professional development and training enabling candidate to function as a clinical psychologist in the NHS, as evidenced through CPD log etc. • Ability to devise, advise on and manage learning and research programmes. • Ability to design and deliver high quality and up-to-date course materials. • Ability to use a range of delivery techniques and technologies to inspire and engage students. • High level analytical capability to facilitate conceptual thinking, innovation and creativity. • Skills in counselling, pastoral care and motivating students. • Ability to manage resources and an understanding of management processes. • Ability to build relationships and collaborate with others, internally and externally. • Ability to manage projects relating to own area of work and the organisation of external activities. 	<ul style="list-style-type: none"> • Skills in managing, leading and motivating staff. • EST training (or equivalent) as supervisor of clinical psychologists. • Ability to process text and to set up and use databases and spreadsheets. • Ability to plan and implement R & D projects.
Knowledge and experience	<ul style="list-style-type: none"> • Extensive experience within subject/discipline. • Extensive experience and demonstrated success in developing methods and coaching colleagues. • Experience and achievement in chosen field, reflected in growing and consistent national reputation. • Knowledge of, and ability to apply, current legislation and guidance 	<ul style="list-style-type: none"> • International reputation in specialist field, which continues to grow. • Experience of devising, advising on and managing learning and research programmes. • Experience of providing clinical placements for doctoral level clinical psychology trainees.

	<p>for psychological clinical practice and professional management.</p> <ul style="list-style-type: none"> • Experience and demonstrated success in delivering clinical psychology teaching within an agreed quality framework. 	<ul style="list-style-type: none"> • Experience of working as a clinical tutor and/or as a line manager for clinical psychology staff.
<p>Qualifications, certification and training (relevant to role)</p>	<ul style="list-style-type: none"> • Doctorate in Clinical Psychology (or equivalent) conferring eligibility for HCPC registration and BPS chartered status • Post-qualification as a clinical psychologist. 	<ul style="list-style-type: none"> • Higher Education teaching qualification or equivalent. • Specialist post-registration qualification.
<p>Statutory, legal or special requirements</p>	<ul style="list-style-type: none"> • HCPC Registered Practitioner Psychologist (Clinical) 	
<p>Other</p>	<ul style="list-style-type: none"> • Willingness to adopt the vision and values of the School of Medicine. 	



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** Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.
- Taking ownership** Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.
- Forward thinking** Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition
- Professional pride** Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.
- Always inclusive** Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.

Key relationships with others

