

Post title:	Lecturer in Learning Disability
Reference Number:	SS0471
Salary Scale:	Grade 7: £31,020 - £35,938 Grade 8: £37,012 - £44,166 <i>per annum pro rata</i> (according to experience and qualifications)
Department:	Tizard Centre, School of Sociology, Social Policy and Social Research (SSPSSR)
Contract:	Ongoing and full time
Location:	University of Kent, Canterbury Campus
Responsible to:	Director of the Tizard Centre

University of Kent

The University of Kent was established at Canterbury in 1965 and has now become known as the UK's European university, with students in Brussels and Paris as well as at its other Kent campuses at Medway and Tonbridge. It has nearly 20,000 students, of which around 17,000 are undergraduates and approaching 3,000 are postgraduates.

The University has consistently been rated by its own students as one of the best universities in the UK in the National Student Survey for the quality of its teaching and academic provision. The 2012 Guardian University Guide sees Kent ranked 23rd, with one third of its subjects in the top 12 nationally for teaching.

In the 2008 Research Assessment Exercise, the University was placed 24th out of 159 participating institutions in the UK for its world-leading research, while 97% of its academic staff work in schools or centres where the research is rated as either internationally or nationally excellent.

In 2008, the University was awarded The Queen's Anniversary Prize for Higher and Further Education for the work of its Kent Law Clinic.

The University's strong European impact is reinforced by long-standing partnerships with more than 100 universities in mainland Europe and it is the only UK University to have specialist postgraduate centres in Brussels and Paris. The University has also developed relationships with many leading overseas universities outside

Europe and in 2010 launched a new initiative to offer more scholarships to students from Hong Kong and China.

The University is a major economic force in the South East, supporting innovation and enterprise across the region. It is worth £0.6 billion to the economy of the South East, with its students contributing £211 million to that total. It also supports nearly 6,800 jobs in the South East, either directly through its own activities, or those generated by the knock-on effects of its impact.

Website: www.kent.ac.uk

Tizard Centre

The Tizard Centre is a multidisciplinary group focused on learning disability and community care. It has a thriving programme of teaching, research and consultancy and is influential in policy and practice. It is part of the School of Social Policy, Sociology and Social Research (SSPSSR), one of the largest departments of its type in the UK, and the largest department in the Faculty of Social Sciences. The School was rated extremely highly in the 2008 Research Assessment Exercise.

The Centre is based at the Canterbury campus. It provides six major teaching programmes:

- BSc/GradDip/Dip/Cert in Intellectual and Developmental Disabilities
- BSc/Dip/Cert in Autism Studies
- MA/PGDip/PGCert in Intellectual and Developmental Disabilities
- MSc/PGDip in Analysis and Intervention in Intellectual and Developmental Disabilities
- MA/PGDip/PGCert in Autism Studies
- MSc/PGDip/PGCert in Applied Behaviour Analysis (subject to approval)

Many of the Centre's postgraduate options are available both campus-based and by distance learning.

The Centre's students are mainly part-time and mature, working in the health and social care field. Students come from a wide range of backgrounds, some already having a degree or professional qualification. Some of the Centre's courses are highly specialised and attract students from all over the UK and overseas.

The Centre also undertakes research and service development activities locally, nationally and internationally. It has particular strengths in deinstitutionalisation and community living, challenging behaviour and adult protection. The Centre is an intramural member of the NIHR School for Social Care Research, one of only 6 members in England.

Job Purpose

The main responsibility of the successful candidate will be to contribute to teaching and research in intellectual and developmental disabilities. We particularly seek an individual able to contribute to the development of a planned new Master's programme in Applied Behaviour Analysis and/or to our programmes in Autism. Candidates with a relevant professional background but with limited research experience may be considered for a Teaching-only appointment.

Key Accountabilities / Primary Responsibilities

- To work with colleagues to offer distinctive, exciting and innovative programmes of study that combine academic excellence with practical and professional relevance.
- To contribute to the Centre's consultancy and service development work.
- Where candidates have a background in research, to contribute to the research standing of the Centre through research grants, publications and the supervision of research students.

Key Duties

The post holder will be expected to:

- Contribute to the undergraduate and postgraduate programmes provided by the Tizard Centre, including teaching and associated activities such as convening and examining.
- Where the candidate has an appropriate record of research and publication and can enhance the Centre's research performance, time may also be allowed for the advancement of research both individually and in collaboration with colleagues within and outside the Centre.
- Manage, design and implement programmes of advice, training and consultancy to service agencies as part of the Centre's work programme.

Such other duties, commensurate with the grading of the post that may be assigned by the Director of the Centre or their nominee.

Internal & External Relationships

Internal: Students of the Tizard Centre; colleagues in the Tizard Centre and the rest of the University.

External: Academics in other institutions, people with intellectual and developmental disabilities and their families, people providing statutory and voluntary health and social care services, managers and decision-makers of such services, policy-makers and advisers in government in the UK and abroad.

Person Specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications are assessed against each of the criteria either at application or interview stage. Applications will be deemed unsuccessful if an essential criterion is not met. This may also help you self-select if you are suitable for the role.

▪ Qualifications / Training

	Essential	Desirable
Relevant first degree or equivalent	✓	
Postgraduate and/or relevant professional qualification	✓	
Board certification in behaviour analysis		✓

▪ Experience / Knowledge

	Essential	Desirable
Managing, evaluating, consulting to, conducting research in, or other relevant experience of services for children or adults with intellectual and developmental disabilities	✓	
Teaching at University level as well as to staff in social care or health services	✓	
Experience of people with intellectual and developmental disabilities and their carers, and knowledge of the characteristics of high-quality community-based services	✓	
Applied behaviour analysis/positive behaviour support <u>and/or</u> Autism spectrum conditions	✓	

▪ Skills / Abilities

	Essential	Desirable
Applied research in intellectual and developmental disabilities, as evidenced by publication of academic research in peer-reviewed journals		✓
Obtaining research funding		✓
Excellent presentation and writing skills	✓	

▪ Additional Attributes

	Essential	Desirable
Ability and willingness to work collaboratively and creatively with colleagues within and outside the Centre	✓	
Commitment to equal opportunities in their own work and in their work with service users and services	✓	

Commitment to the development of high quality community-based services for people with intellectual and developmental disabilities, their families and carers.	✓	
Commitment to widening participation in higher education, and understanding of the educational needs of mature students returning to study.	✓	

Further enquiries

Informal enquiries may be made by email or phone to Professor Glynis Murphy or Peter McGill, Co-Directors of the Centre: G.H.Murphy@kent.ac.uk (01227 823960); P.McGill@kent.ac.uk (01227 823838).

Application Process

To apply for this post you will be asked to complete a short form and upload your CV, a one page summary (covering letter) and any other supporting documents. The link to the application procedure can be found by returning to the position details page and clicking on 'click here to apply for this job'.

Applications must be received by the closing date and unfortunately late applications cannot be accepted.

Your application should provide clear evidence and examples demonstrating where you meet the criteria of the post.

If you are invited to attend an interview we will contact you by email confirming the arrangements.

Closing date:	1st June 2012
Interviews are expected to be held on:	3rd July 2012

Redeployment Policy: Please note that applicants currently on the University of Kent redeployment register will be considered for this post prior to other applicants. For further information on our redeployment policy please visit <http://www.kent.ac.uk/hr-staffinformation/policies/redundancy-redeployment.html>

Two Tick Symbol: The University of Kent is proud to operate within the 'Positive about Disability' Employment Pledge (Two Tick Symbol) and guarantee an interview to candidates who declare a disability and meet the essential criteria listed in the person specification.

If you have a disability and require information regarding accessibility of our campus facilities please visit <http://www.disabledgo.com/en/org/university-of-kent>

Criminal Records Bureau (CRB) disclosure check: Please note this post will require a CRB disclosure check.

Job Share: Applications to job-share this post are welcomed. If you wish to apply on a job-share basis indicate this on your application and include:

- If you are applying as part of a job-share team (please give name of sharer) or as an individual.
- The proportion of the job you would wish to work, expressed as a percentage.
- Whether you would be interested in the job on a full-time basis if a suitable sharer does not come forward.

UK Border Agency Immigration regulations: The University of Kent is unable, under current immigration law, to employ candidates who are not eligible to live and work in the UK.

For academic and research vacancies, or posts that require very specialist skills we can apply for a Certificate of Sponsorship (although there is no guarantee that this will be granted) if there are no suitable 'resident' candidates available to appoint.

Please refer to the Home Office website if you require further information on their Certificate of Sponsorship procedure/requirements at <http://www.bia.homeoffice.gov.uk/>



Equality and Diversity

The University of Kent is committed to the provision and support of an inclusive and balanced environment that respects and celebrates diversity. The University has comprehensive Equality and Diversity policy that states our commitments to the various equality strands. Furthermore, we have Single Equality Scheme that outlines our intentions and actions with regards to the race, gender and disability equality duties. Both of these documents alongside other useful guidance can be found on www.kent.ac.uk/equalityanddiversity

Benefits and Terms and Conditions

• generous holiday entitlement	• competitive salaries
• flexible working	• pension scheme
• childcare facilities/vouchers	• training and development

Salary: Grade 7: £31,020 - £31,948 - £32,901 - £35,938 Grade 8: £37,012 - £38,140 - £39,257 - £40,430 - £41,639 - £42,883 - £44,166 per annum pro rata according to experience and qualifications.

Employees normally receive an increment annually until the top of the scale is reached. In addition there is normally a nationally agreed annual cost of living salary increase.

Annual Leave: Whilst there is no prescribed holiday entitlement for academic staff, a notional figure of 43 days per annum is applied (pro rata for part time staff); 8 of these days are reserved for bank/public holidays and 5 are 'customary' days when the University closes at Christmas. Academic staff are expected to make arrangements for reasonable holidays with their line manager.

Pension: You will be automatically enrolled to become a member of **USS (Universities Superannuation Scheme)** – a defined benefit pension scheme, although you may choose to opt-out of the Scheme if you prefer.

Staff who commence employment at the University of Kent from 1 October 2011 who are not current members of the USS Scheme (either from their employment elsewhere or at the University of Kent) who wish to join the Scheme will pay an employee contribution rate of 6.5% of salary. The University contributes a sum equal to 16% of salary.

Staff who commence employment at the University of Kent from 1 October 2011 who are current members of USS (either from their employment elsewhere or at the University of Kent) or who have previously been a member of USS and wish to re-join the Scheme will pay an employee rate of 7.5% of salary. The University contributes a sum equal to 16% of salary. *NB To qualify to re-join USS under this arrangement there must not be a gap of more than 30 months since you were last a member of the Scheme.*

Post Graduate Certificate in Higher Education: Depending on qualifications and experience, there may be a requirement to register for, and complete the Kent Post Graduate Certificate in Higher Education. This part time 60 credit, Masters level programme is specifically designed for academic colleagues who embark on a research and/or teaching career in Higher Education, and consists of two core modules:

- An introduction to Critical Perspectives on Academic Practice
- Learning and Teaching and the Academic Environment

And a module of choice from a range of seven. The department is expected to take the commitment to this programme into account when allocating the workload and a departmental mentor is assigned until completion.

The programme is accredited by the Higher Education Academy and the Staff and Educational Development Association, which ensure this Kent qualification is portable across the British HE sector. If you already have a teaching qualification or substantial experience of research and/or learning and teaching in their broadest sense, you may be eligible for exemption from parts of the programme. To find out more about the programme, please refer to the website: <http://www.kent.ac.uk/uelt/academic-practice/apt-dev-prog/PGCHE/index.html>

Flexible Working: The University is willing to consider changes in hours (either short or long term) for all groups of staff, when these are consistent with operational needs.

Location: The primary location is at the University's Canterbury Campus, although the post-holder may be required to work from time to time at other campuses and centres.

Childcare: There is an independent nursery on campus. There is usually a waiting list and to inquire about vacancies please contact the manager. Telephone 01227 827676

Relocation package: The University offers assistance with relocation expenses for those who have to move to the vicinity of a University Campus to a post, which is tenable for two or more years.

For full Terms and Conditions please see: <http://www.kent.ac.uk/hr-staffinformation/conditions-of-service/index.html>

Guidelines for job applicants (CRB checks)

For all job vacancies the University of Kent advertises, the application process includes declaring any "unspent" criminal convictions as defined in the Rehabilitation of Offenders Act 1974. However, where the post involves contact with children or vulnerable adults and in certain other cases, the University is entitled to make enquiries about the applicant's entire criminal record and will seek a Disclosure through the Criminal Records Bureau.

The following guidelines detail how this process works.

What does disclosure mean?

The Criminal Records Bureau is an executive agency of the Home Office and its primary purpose is to help employers and voluntary organisations to make safer recruitment decisions and appointments. By conducting checks and providing details of criminal records and other information the CRB will help to identify applicants who may be unsuitable for certain work and positions, especially those involving contact with children or other vulnerable members of society.

There are two levels of Disclosure

STANDARD – This provides information to the employing organisation on both spent and unspent convictions, plus any cautions, reprimands or final warnings. Such checks may be for posts where the individual will be working with children or vulnerable adults, or for positions such as members of the legal and accountancy professions.

ENHANCED – This provides further information, including non-conviction information held by the police for those posts where there is greater, regular, contact with children and vulnerable adults.

Applications for standard and enhanced disclosures can only be made by registered organisations. The University of Kent is a registered organisation for these purposes.

The cost of a Disclosure relating to a job application will be met in full by the University and the individual applicant will therefore not be required to pay anything.

[What do I need to do to obtain disclosure?](#)

The procedure of obtaining a Disclosure starts when a formal offer of employment is made, subject to a satisfactory Disclosure report from the CRB.

For verification purposes the application must include the following:

- passport or photo-driving license
- two proofs of your current address for example, recent utility bill, credit card or bank statement , mortgage of insurance statement.

If you do not have a valid passport or photo-driving license other documents will be needed for example, paper driving license, original birth certificate, marriage certificate, P45 or P60,

You will then need to pass the completed application form and the required verification documents to one of the University's designated Counter Signatories in order for the identity and current address to be verified, the form countersigned and forwarded to the CRB. You can arrange to do this in person by calling the Recruitment Manager on 01227 823894; alternatively, you can send the form and verification document by post. The verification documents will then be returned to you as soon as the form has been checked and countersigned.

The CRB will then carry out the necessary checks and return a Disclosure report to the University's Counter Signatory. For Standard and Enhanced level Disclosures a copy of the report will also be sent to you.

The University will then consider the contents of the report and either confirm the offer of employment or invite you to a meeting if there are any potentially relevant convictions of other related information that require further exploitation. The University has a responsibility to assess the relevance of any criminal record before deciding whether an offer of employment can be confirmed.

[What if I already have a disclosure report?](#)

In some cases, you may have been through the Disclosure process for another position at the University of Kent and therefore we may already have a copy of a disclosure report. The existing report may be used to assess suitability but only after the following factors are taken into consideration:

- The date the report was produced
- The report must be at least at the same level as the one required
- If the post involves working with children and or/requires the Enhanced Disclosure, a new disclosure report will be required

The CRB does not endorse the re-use of a CRB Disclosure obtained for a position in one organisation and later used for another position in another organisation.

What if I am an overseas applicant?

Disclosure reports for applicants with a substantial record of overseas residence, including current UK residents and British nationals, may not include information on convictions from outside the UK. Unless you have little or no previous residence in the UK, a Disclosure report will still be required. You may also be requested to obtain the equivalent record checks from the country in question where available.

Data Protection and confidentiality

The CRB is committed to compliance with the Data Protection Act and this means that any information submitted to them will be protected. The University of Kent also complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information.

Further information can be obtained by visiting the CRB website www.crb.gov.uk or by calling their information line 0870 90 90 811.