



## NOTES

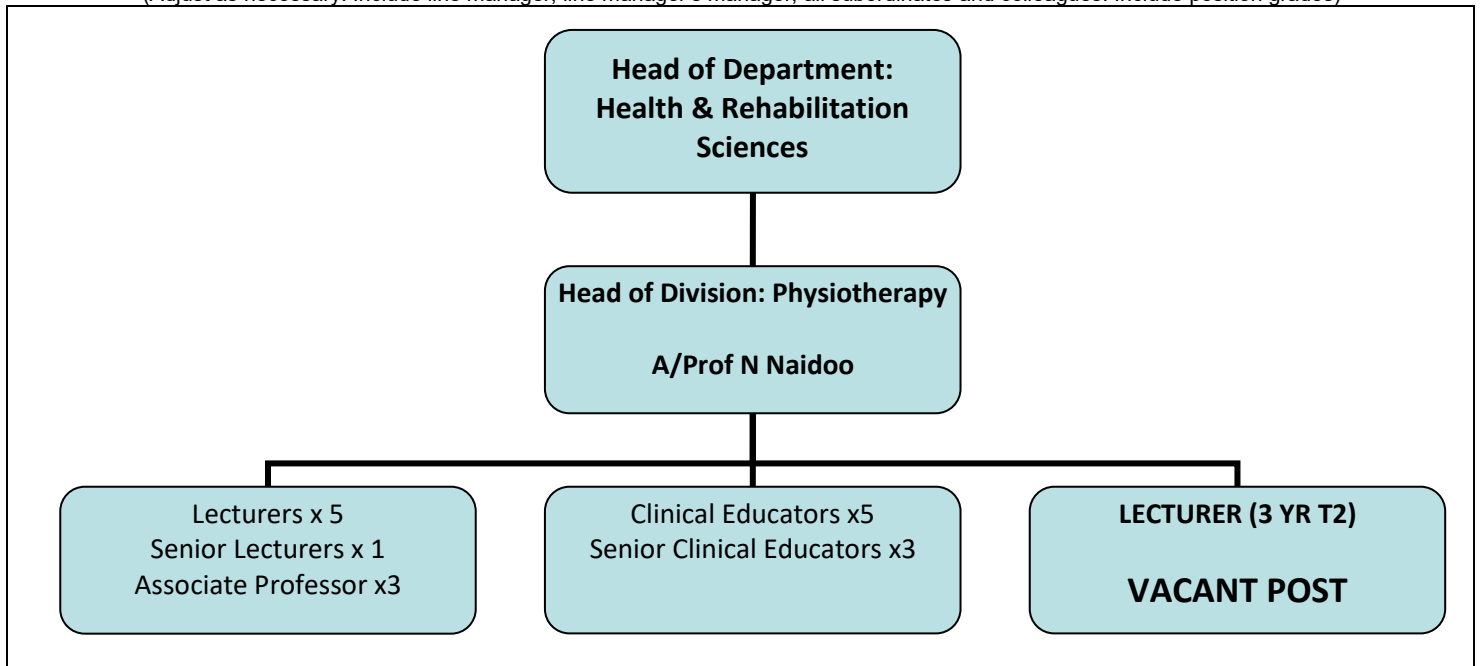
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

## POSITION DETAILS

Position title	Lecturer (3 year contract)		
Job title (HR Practitioner to provide)	Lecturer		
Position grade (if known)	Lecturer	Date last graded (if known)	
Academic faculty / PASS department	Academic: Faculty of Health Sciences		
Academic department / PASS unit	Health and Rehabilitation Sciences		
Division / section	Physiotherapy		
Date of compilation	19 March 2021		

## ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



## PURPOSE

The main purpose of this position is to provide academic teaching and learning support to undergraduate (UG) students on the clinical platform, convene the 4<sup>th</sup> year clinical course and teach in the areas of sports and cardiac rehabilitation (Applied Physiotherapy I, II, III)..

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Undergraduate teaching	55%	<ul style="list-style-type: none"> <li>Refine the content, teaching and learning activities of the undergraduate relevant modules in alignment with curriculum review</li> <li>Facilitate alignment of assessment with the objectives of the clinical academic programme</li> <li>Setting assessment questions related to academic teaching</li> <li>Assess student performance and provide feedback</li> <li>Invigilate at exams</li> <li>Examination of students at sites</li> <li>Teaching 1-4<sup>th</sup> years and marking associated tests/exams</li> </ul>	<ul style="list-style-type: none"> <li>Effective throughput rates</li> <li>Minimum of average student evaluations</li> </ul>
2	Postgraduate supervision	10	<ul style="list-style-type: none"> <li>Assist with postgraduate student support</li> <li>Provide timely constructive feedback on student submissions while in co-supervisor capacity</li> <li>Provide convener support to PG programmes</li> </ul>	<ul style="list-style-type: none"> <li>Graduate undergraduate and co-supervise Masters students in Physiotherapy</li> </ul>
3	Research	10	<ul style="list-style-type: none"> <li>Conduct own research</li> <li>Apply for research funding</li> </ul>	<ul style="list-style-type: none"> <li>Research publications</li> <li>Conference presentations</li> <li>Obtain funding</li> </ul>
4	Administration	20	<ul style="list-style-type: none"> <li>Assist with course curriculum for academic and clinical teaching (development and review) and alignment with the programme</li> <li>Clinical education timetables and manage e-learning platform for Clinical supervisors and students</li> <li>Attend meetings on academic, divisional and departmental matters, where required</li> <li>Ensure UCT appointed clinical educators and ad hoc staff and activities that are implemented on the clinical platform.</li> <li>Arrange External Examiner attendance at clinical examinations as per arrangement with HODiv</li> <li>Review, update and provide course outlines</li> <li>Collate marks and feedback on student performance</li> <li>Develop and prepare course materials for the relevant academic courses</li> <li>Monitor students' attendance</li> <li>Keep records of teaching, student performance and professional behavior</li> <li>CPD accreditation application and management for ad hoc staff</li> <li>Assist with preparation of HPCSA site visits</li> <li>Co-ordination of clinical sites with other divisions within the DHRS (OT, CSD).</li> </ul>	<ul style="list-style-type: none"> <li>Efficiently organised lectures</li> <li>Effective and efficient administration of marks</li> <li>Accurate records of student progress</li> <li>Effective monitoring and reporting on students' performance</li> <li>Good communication with students regarding their performance</li> </ul>
5	Social responsiveness	5	<ul style="list-style-type: none"> <li>Participate in social responsiveness activities on own or with others in division/department/faculty or university.</li> <li>Contribute to public engagement with professions, clinical contributions to clinical sites or student projects in clinics/communities.</li> </ul>	

### MINIMUM REQUIREMENTS

Minimum qualifications	Masters in Physiotherapy (or near completion)			
Minimum experience (type and years)	5 years clinical experience and with experience in clinical and academic teaching			
Skills	Teaching and learning experience			
Knowledge	Student support needs and teaching, clinical integration of Physiotherapy skills with theoretical knowledge for UG teaching and learning			
Professional registration or license requirements	Registered with the HPCSA			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)				
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Analytical thinking / Problem solving	2	Communication	2
	Building interpersonal relationships	2	Conceptual thinking	2
	Client/student service and support	2	Planning and organizing / work management	2
	Developing own teaching skills	2	Teamwork / collaboration	2

### SCOPE OF RESPONSIBILITY

Functions responsible for	Undergraduate teaching; UG and postgraduate supervision; research; academic administration; social responsiveness
Amount and kind of supervision received	Induction; orientation; annual performance review; independently function
Amount and kind of supervision exercised	N/A
Decisions which can be made	Decisions related to functions for which the individual is responsible
Decisions which must be referred	Implementation and contributions to Programme and Divisional decisions

### CONTACTS AND RELATIONSHIPS

Internal to UCT	Members within the division, department, faculty and university
External to UCT	Clinical platform partners