



**Role title: Inclusive Practice Partner (Grade 3)**

**Department:**  Learning and Teaching Hub

**Location:**  Variable dependent upon role undertaken

**Purpose of the role**

As part of the Inclusive Practice Partnerships (IPP) Scheme, we are looking to recruit University of Brighton undergraduate students as Inclusive Practice Partners (IPPs). Their role will be to work in partnership with other IPPs and academic staff in their School and the Learning and Teaching Hub, to develop a more inclusive undergraduate curriculum to enhance education and student experience.

In the academic year 2022/23, the IPP Scheme will continue to focus on the important work of diversifying and decolonising the curriculum. IPPs will work in partnership with academic staff and other IPPs on diversifying or decolonising undergraduate module content, teaching materials and practices.

IPPs will receive full training, including what is meant by diversifying and decolonising the curriculum, and how to work in partnership with academic staff and other students. We have introduced additional drop-in sessions and workshops (such as wellbeing and careers workshops) that will support IPPs and students can make pay claims for these as part of their role.

This is a casual, flexible post, where the work undertaken will be on an ad-hoc basis. However, IPPs will be expected to be available for 1-2 hours per week during term time, from September 2022 to April 2023 (up to 44 hours). IPPs may continue to work as part of the Scheme until the end of July 2023 by arrangement with the Lead for Inclusive Practice in the Learning and Teaching Hub.

**Indicative areas of work:**

* Reviewing selected teaching content, materials and practices to identify areas and suggest actions for decolonising the undergraduate curriculum, working in partnership with academic staff in their School.
* In some Schools, this will include reviewing materials and providing feedback for undergraduate courses preparing for and going through Periodic Review (a formal review process that all courses undertake every four years, which is conducted within the University by a trained review panel)
* IPPs may also be asked to review modules for the Inclusive Practice Mark (Diversifying / Decolonising). This will include undergraduate modules which have previously been part of the IPP Scheme, as well as those that academic staff propose for review.
* One IPP from each School will be selected to be an IP representative, to include consultation and reporting duties, attending School-level meetings and co-ordination of ‘IPP Extra’ activities with IP reps from the other Schools.
* Attending and participating in training activities relevant to the focus of the Scheme.
* Participating in the evaluation of the Inclusive Practice Partnerships Scheme.
* Meeting regularly with staff partners in their School, the Learning and Teaching Hub and other Professional Services departments where appropriate.

**General responsibilities**

These are standard to all University of Brighton role descriptions.

* To adhere to the University’s Equality and Diversity Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act.



The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) required to undertake the role effectively.

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| **Essential criteria**  |  |  |
| **Knowledge/skills** | * Excellent interpersonal skills.
* Good written and verbal communication skills
* An interest in inclusive practice, particularly diversifying and decolonising the curriculum.
* Ability to work as part of a team as well as independently.
* Project management skills.
* Creative approach to presenting information, for example through social media, videos, interviews and panel discussions.
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| **Qualifications** | * Current University of Brighton student
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| **Technical/work-based skills** | * Basic IT skills, competent user of Windows packages.
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* This is a casual post, the hours and roles available will differ depending on departmental needs.
* The hourly rate for this post is £10.43 (equivalent to grade 3).

Date: May 2022