

Professional Career Development

Sylwia Brylewicz 2112267

Lecturer Leila Surani

BMSW4005_LON

Report

Contents Page

Introduction.....	Page 3
Current Skills.....	Page 3
Skills and knowledge which contribute to becoming a successful health and social care lecturer.....	Page 4
How I intend on building these skills.....	Page 4
My personal strengths and areas for improvement: SWOT Analysis.....	Page 5
Recruitment and Selection.....	Page 6
Conclusion.....	Page 7
References.....	Page 7
Job application form.....	Page 8

Introduction

The aim of this report is to review in depth my career development plan. The benefits of this are gaining new perspectives on how to put in action my career development plan and gaining a deeper understanding of the skills I possess. My chosen career is a health and social care lecturer. A lecturer refers to a post-secondary teacher who teaches in a college or university. They can teach both undergraduate and post-graduate students. (ThroughEducation, 2020) I have a passion for teaching and my education has been centred in health and social care. A good lecturer is one who is distinguished by the following qualities: wisdom and knowledge, friendliness, excellent communication skills, passion and patience. A good teacher is characterized by a versatile personality focused on cooperation and interaction. Someone who can discover, awaken and shape the individual capabilities of his pupils.

Current skills

- Organised – Organising lessons as an English Tutor
- Innovative - I am always analysing situations and creating new solutions that are more and more perfect and effective. I tend to know how to respond in each situation.
- Calm and collected – I possess the ability to freely, without the need to shout, enforce the desired proceedings and actions. This is especially important when working with people.
- Energetic - In this fast paced life, you need to be energetic to essay multiple roles at personal and career front.
- Friendly – I am very approachable and friendly. My approach is non-judgemental, which allows me to choose the best route to move forward.
- Confident – Being confident gives me the ability to alleviate conflicts and tensions between people, as well as persistent pursuit of the intended goal.
- Understanding - the ability to notice and recognise the emotions of people.

Skills and knowledge which contribute to becoming a successful health and social care lecturer

The work of a lecturer is very demanding and constantly changing, so being able to **adapt** and respond accordingly is a great attribute. Here are a few examples of what lecturers handle daily:

- Handle unexpected situations, often difficult
- Implement new strategies in their teaching materials
- Respond appropriately to students with diverse learning needs and monitor their progress

Lecturers are constantly interacting with students, colleagues, administrators, etc. A fundamental part of teaching is being able to get your point across clearly and in a concise manner. **Effective communication** establishes a successful learning outcome. An educator should master these communication skills:

- Speaking clearly and concisely
- Emphasize lessons to keep students involved and engaged
- Deliver constructive feedback
- Active listening skills
- Non-verbal language (eye contact, smiling)

One of the many tasks of a lecturer is **organising** lecturers and what might come unexpectedly. Organised educators promote more effective learning environments. That orderly benefit the academic advancement of students. (says, 2021)

- Planning ahead provides a sense of control
- Overwhelming and stressful situations can be avoided
- Advance preparation gives more confidence in their methods and strategies of teaching.

An educator should be someone we look up to and admire. They should have strong **leadership** skills. The role of a leader implies that students trust their lecturer enough to follow their lead. Leadership skills promote:

- Positive atmosphere, commitment and growth
- Students are inspired and believe in themselves, resulting in achieving more academically
- A leadership should help through hard times and motivate, as well as answering questions in a practical way

How I intend on building these skills

The best thing to do is reflect on our current skills and how we can make use of them in our desired career. Reflecting on skills we lack is another important step. Also, identifying our opportunities and threats is another beneficial step. Below is a SWOT Analysis of my personal strengths and areas for improvement.

My personal strengths and areas for improvement

SWOT Analysis

Strengths • Experience working in health sector and working as a tutor. • Familiar with implementing lesson plans, focusing on creative writing and conversations.	Weaknesses • All or nothing approach • Too emotionally attached to work
Opportunities • Job growth will only increase for lecturers, as education is our future. More people seek to expand their knowledge and qualifications to become more employable. • Progress my education to become more employable, continue working as Tutor	Threats • Like every job seeking individual, I will have competition which will be a threat to me securing a job role. • Candidates willing to work or flexible hours

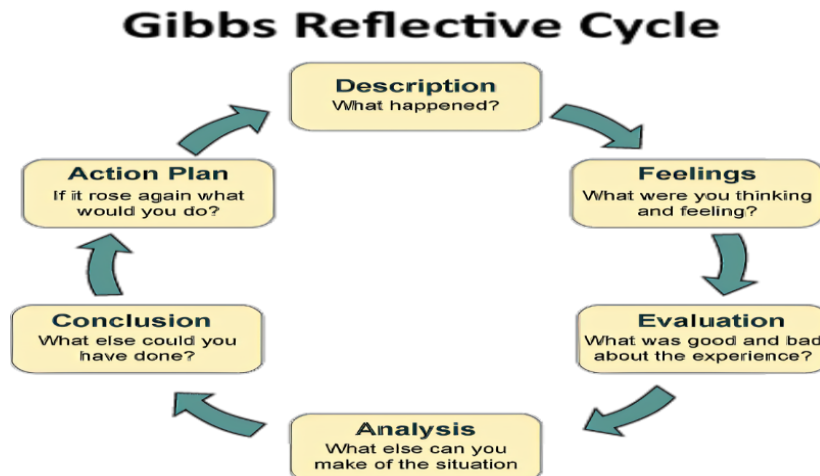
In order to become a successful Health and Social Care Lecturer, I intend on building skills required for this career by educating myself in this field further. Being a lecturer means obtaining excellent knowledge in your field. In order to be up to date, lecturers should treat learning as a lifelong process.

How I intend on building my leadership skills: continue my work as an English Tutor and support my students by giving constructive feedback and help them determine where there is room for improvement.

How I intend on building my adaptability skills: Start implementing lessons tailored to student's needs and abilities. This will allow my students to connect with teaching materials on a personal level. Example: asking students how they relate to what they have learnt.

Recruitment and Selection

Personal reflection on the roleplay applying Gibbs' reflective cycle



Description - I had a job interview for a health and social care lecturer. Before this interview took place, I researched many interview questions and wrote down how I could answer them. I asked a friend to set up a mock interview for me, so I could have some practice and upskill my answers.

Feelings – After I secured the job interview, I was feeling excited and nervous for coming a step closer to my chosen job. I had some time to prepare, so after the initial excitement subsided, I was feeling more stressed and questioned how prepared I was. I conducted a lot of research and practised a lot so that I could relax and felt more at ease. I was motivated to do well and not let my anxiousness get the best of me. During the interview I tried to come across as confident and professional, I tried to forget about the stress and negative thoughts in the back of my mind. After the interview was finished, I felt proud of myself as I knew I had done my best.

Evaluation – Overall it was a positive experience. Mainly because I can reflect on what I did and how I can improve in the future. Reflection is an important part of learning. By reflecting on experiences, we bring our learning to a higher level. We reflect to recall the good and bad elements, critically review something, for revision purposes and to make decisions. Reflection helps you become a better learner. Reflecting back, I think I could have been more confident answering questions, I let stress dominate initially, but slowly regained control of the interview and felt more articulate and relaxed in my answers.

Analysis – I'm happy to have had this experience as I now have more confidence with how to handle job interview questions. I understand my strengths and weaknesses more and this will help me emphasize my good points because I am more aware of them. I will also work on improving the areas I lack in.

Conclusion - There is no doubt that the interview is the most important element of the recruitment process and mainly determines the acceptance or rejection of a given candidacy. However, even if

you are not recruited it gives you an opportunity to reflect back on the experience and build your strengths for future opportunities.

Action Plan – In the future, I will try my best not to be betrayed by my behaviour that I am stressed. First impressions are very important and can only be made once. I will reread the job description to fish out what qualities they are especially looking for in a successful candidate and emphasize the possession of these qualities in my answers. I will also research the company more, so I have a clear view of their expectations and whether I fit into this role. Most of all, I will come in prepared but relaxed.

Conclusion

In conclusion, I have reflected on my chosen career development plan. I have identified which skills I currently have and how they fit into my chosen career. I have discussed which skills are needed for my chosen career and given details on how I intend to build these skills. I have shared my personal strengths and areas for improvement. Finally, I have reflected upon my job interview and the areas I would like to improve.

References

ThroughEducation (2020). Lecturer vs. Professor: What's the Difference? [online] Through Education. Available at: <https://www.througheducation.com/is-my-college-teacher-a-professor-or-a-lecturer/> [Accessed 30 Aug. 2022].

says, M.N. (2021). Areas of Growth for Teachers > What Can Teachers Improve On? [online] Europass Teacher Academy. Available at: <https://www.teacheracademy.eu/blog/teachers-growth/>.

Wood, S. (n.d.). Sample Teacher Supporting Statement - SupplybagSupplybag. [online] Available at: <http://www.supplybag.co.uk/sample-supply-teacher-supporting-statement/> [Accessed 4 Sep. 2022].

Putter, M. (2021). What is a personal development plan? [online] CPD Online College. Available at: <https://cpdonline.co.uk/knowledge-base/business/what-are-personal-development-plans/>

ThoughtCo. (n.d.). What Skills Should a Modern Teacher Have? [online] Available at: <https://www.thoughtco.com/useful-skills-modern-teachers-need->

Job application form

Application for Lecturer in Health and Social Care

Name: Sylwia Brylewicz

Education and training

Please give details:

High School – 2005 – 2010
Emis and Bluestream Training – 2022
Over 70 modules completed including first aid, safeguarding, GDPR
CPR training – 2021

Qualifications

Please give details:

9 GCSE's grade A-C
3 A Levels
Health and Social Care – Level 4

Employment history

Your current or most recent employer

Name of employer: Self-employed

Job title: English Tutor

Length of time with employer: 2018 - Present

Reason for leaving:

Duties:

- Implement lesson plans
- Emphasize correct pronunciation and grammar
- Monitor student progress to meet their educational needs and abilities
- Create teaching materials, focusing on creative writing and conversations
- Working with children and adults

Previous employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

04/04/2019 - 01/02/2022 - GP surgery admin work

- Provided support and assistance to medical staff
- Scheduled and managed patient appointments
- Organised files
- Processed prescription requests
- Processed referrals
- Had up to date training
- Worked with vulnerable children and adults

Supporting statement

Please tell us why you applied for this job and why you think you are the best person for the job.

I applied for this position because I am a patient and persistent individual. I have always had a passion for teaching and my education has been centred in Health and Social Care.

I am currently working as an English tutor and I have an excellent ability to organise lessons and intrigue the student's curiosity through an interesting form of teaching. Throughout my teaching I have taken the opportunity to develop my own teaching ideas and strategies.

I have worked in the health sector and feel as though this position would be very rewarding. I am passionate about helping people and my attitude towards any person or situation is non-judgemental. This allows me to approach any situation with an open mind, which enables me to choose the best route and move forward.

I would like to finish this letter of application with my most important assets which I feel are essential to teaching successfully; a good sense of humour and the ability to be understanding and motivating.

Right to work in the UK

Do you need a work permit to work in the UK? Yes / No

No

References

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your currently employer until we get your permission.

Robert Pattinson – 07432134596

Angela Marron – 07943456913

Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Sylwia Brylewicz

Signature:

SB