

# LESSON 3

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## CREATING A JOB DESCRIPTION

### Learning Intentions

- You will learn what a job description is and its purpose
- You will select one NHSScotland job profile and use this to create your own job description, using some of the words provided for you

### Success Criteria

- You will find out about one specific job in NHSScotland
- You will write a job description
- You will learn and use new vocabulary

### Resources provided

- Job profiles
- Job description help sheet
- Job description template
- Word bank

### Resources needed

- Pens/pencils



## INTRODUCTION - 10 – 15 MINUTES

Share the learning intentions and success criteria for the lesson with learners (see PowerPoint).

Give pupils a Job Description help sheet and a Job Description template.

Both these documents are split into two distinct sections - 'Roles and Responsibilities' and 'Qualifications, experience and skills'.

To ensure learners understand all of the language and questions asked in the Job Description help sheet, talk them through it, perhaps using your own job as a teacher as an example of how to complete these sections.



## RESEARCH - 30 – 35 MINUTES

Learners should select from the NHSScotland job profiles provided. There are 16 job profiles in total. Pupils should choose ONE job profile.

If your school has hand held devices and wi-fi, pupils could select an alternative job from the NHSScotland careers website <http://www.careers.nhs.scot/careers/explore-our-careers/>

Give pupils a copy of the word bank. They can use their own words, words from the word bank and/or words from the job profiles.

Emphasise that questions should be answered in full sentences.

Learners complete the template, using information from the job profile and referring to the word banks.





## CONCLUSION - 10 MINUTES

Each learner has created an individual job description for a job in NHSScotland.

Depending on your class and their level of ability, this stage may take longer than 1 single lesson.

### Suggested extension activity

Some of the job descriptions could be shared with a partner/others.

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## LEARNING INTENTIONS FOR LESSON 4

Next lesson, you will be thinking about the best way to advertise your chosen job to people the same age as you.

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