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| **Post Details** | | **Last Updated: 01/06/2016** | |
| **Faculty/Administrative/Service Department:** | Faculty of Health and Medical Sciences, School of Veterinary Medicine | | |
| **Job Title:** | Teaching Fellow in Equine Clinical Practice | | |
| **Job Family & Job Level** | Research and Teaching | | 4 |
| **Responsible to:** | Head of Department or Faculty | | |
| **Responsible for:** | Not applicable | | |
| **Job Summary and Purpose**  To have significant input to the teaching at undergraduate and postgraduate level.  To participate in appropriate level of Faculty/Department management and administration.  Duties may be carried out with the guidance of a mentor, if required. | | | |
| **Main Responsibilities and Activities** | | | |
| **Teaching delivery and development**:  Assist in developing teaching methods, materials and technologies to enhance the student learning experience.  Assist in curriculum and course innovation and the design of programmes, sharing and contributing to responsibility for the quality of the delivery of these programmes.  Plan, deliver and critically review a range of teaching and assessment activities including lectures.  Assist in the development of innovative and relevant teaching, learning and assessment techniques.  Act as tutor for industrial/ professional training year students and students in professional practice in subject specialism.  Set and mark programme work, practical sessions, supervisions, fieldwork and examinations in subject specialism and provide timely and appropriate feedback.  Continually update subject knowledge and understanding and apply advances to programme development.  Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague where appropriate.  **Student pastoral care**  Develop and use pastoral care skills to support the academic development of students and ensure a good student experience.  Act as personal tutor and give first line support before referring students on to appropriate services.  **Management and administration**  Take on specific roles such as Library Representative or Year Tutor which contribute to the efficient management and administration of the Faculty/Department.  Grow personal involvement with academic, professional or clinical networks in the discipline. | | | |
| **Person Specification**  Post holder must possess an honours degree or appropriate equivalent professional qualification or be working towards a higher degree or equivalent higher professional qualification as appropriate. Post holder to demonstrate:   * Evidence of teaching and presentational skills or the potential to acquire these. * Evidence of administrative/organisational skills or the potential to acquire these. * Evidence of familiarity with current developments in the relevant discipline or profession.   A Teaching Qualification e.g. Postgraduate Certificate in Learning and Teaching in HE or equivalent is desirable, if such a qualification has not been attained the candidate will be expected to complete the University Graduate Certificate by the end of their first year of employment with the University. | | | |
| **Relationships and Contacts**  Participate in Faculty committees relevant to teaching, learning and administrative duties, e.g. Faculty Board of Studies and Examination Board. Teaching and administrative duties will be allocated by the Head of Faculty/Department, within the context of the programmes agreed by the Faculty Learning and Teaching Committee or similar body. | | | |
| **Special Requirements**  The post holder is expected to work outside normal office hours as necessary.  The post holder will be expected to contribute to programme development, refreshing and assessment activities throughout the academic year, including times when students are not on campus.  If it is agreed by the line manager that the post holder will be carrying out research, time will be identified to enable this to take place and appraisal targets will be set accordingly. | | | |
| **All Staff are expected to:**  Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University’s Equal Opportunities Policy.  Undertake such other duties within the scope of the post as may be requested by your Manager.  Help maintain a safe working environment:   * Attend required Health and Safety training as part of probation and induction and as duties and techniques change. * Follow local codes of safe working practices and University Health and Safety Policy | | | |

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| **Addendum**  This document provides additional information relating to both specific aspects of the post/faculty and any post specific person specification criteria. The information contained within this document should always be read in conjunction with the accompanying generic Job Purpose. | | |
| **Job Title:** | Teaching Fellow Equine Clinical Practice | |
| **Background Information/Relationships**  A great opportunity for an enthusiastic equine clinician, looking for new challenges, to explore whether a career in veterinary education might be for them. We are seeking an equine veterinary surgeon who can use their experience, knowledge and skills to help inspire and train undergraduate students in all aspects of equine clinical practice.  Successful candidates will bring a strong understanding and experience of equine clinical practice, to complement existing staff in their ability to deliver high quality teaching and assessment across the veterinary programme. Their primary focus would be third- and fourth-year students: teaching the theory and training the practical skills essential for an equine clinician from day one.  Enthusiasm, adaptability and creativity are essential, alongside excellent interpersonal and teamwork skills. Experience of teaching and mentoring, and a clinical interest in equine lameness and orthopaedics would be an advantage.  Successful candidates will join the Department of Veterinary Clinical Sciences and our supportive, multidisciplinary teaching team, who are dedicated to inspiring and equipping the next generation of vets to engage with the challenges of the 21st Century.  The University offers an attractive salary package which includes support for CPD, a substantial holiday allowance, pension scheme and a 10% salary uplift for MRCVS-registered staff. | | |
| **Person Specification**  This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. This is in addition to the criteria contained within the accompanying generic Job Purpose. | | |
| **Qualifications and Professional Memberships** | | **Essential/ Desirable** |
| RCVS | | Essential |
| Relevant post-graduate Diploma and/or Certificate | | Desirable |
| Relevant Teaching Qualification (e.g. GradCert HE / FHEA) | | Desirable |
| **Technical Competencies (Experience and Knowledge)** This section contains the level of competency required to carry out the role (please refer to the competency framework for clarification where needed and the Job Families Booklet). | | **Essential/ Desirable** |
| Experience in clinical equine practice | | Essential |
| Clear evidence of excellent communication, interpersonal and team-working skills | | Essential |
| Clear evidence of strong organisational and planning skills | | Essential |
| Experience of University teaching and/or clinical coaching | | Desirable |
| Proven leadership experience | | Desirable |

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| **Key Responsibilities**  This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities (5 to 8 maximum). This should be read in conjunction with those contained within the accompanying generic Job Purpose. |  |  |
| 1. Contribute to the design and delivery of equine teaching and assessment across the undergraduate curriculum. 2. Contribute to other teaching and assessment activities as required. 3. Undertake the role of module/unit lead or other administrative duties as required. 4. Act as a personal tutor. 5. Participate in in the community and life of the school. 6. Support undergraduate recruitment activities.   **N.B. The above list is not exhaustive**. | | |