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| **Job Title:** | Lecturer (A)  (Research and Teaching Track) |

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| **Responsible to:** | Head of Department or Faculty |

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| **Responsible for:** | Not applicable |

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| Job Summary and Purpose |
| To develop a personal research portfolio in line with the Faculty’s research strategy, to teach at undergraduate and postgraduate level, and to participate in Faculty administration, as appropriate. The duties of the role may be carried out with the guidance of a mentor, if required. |

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| Main Responsibilities/Activities |
| **To support the research activities of the Faculty by**:  Developing the research activities of the Faculty by developing an area of personal research and expertise, independently and/or in collaboration with others as part of a larger research team.  Undertaking research activities (sometimes under supervision) in accordance with a specific project plan, and supervising and guiding the work of staff and research students on own specialist area.  Assisting with the development of research proposals and funding bids, with appropriate support, as a self-contained item or as part of a broader programme.  Publishing original research in appropriate journals or other media, as appropriate.  Attending appropriate conferences for the purpose of disseminating research results or for personal development  Sustaining and developing professional expertise and maintaining the requirements for registration with the appropriate body under the guidance of a senior colleague (*for academics with clinical links only*).  May have responsibility for research staff employed on programmes and awards directed by the post holder.  **To support the teaching objectives of the Faculty by**:  Helping to develop new teaching methods and design programme units, and sharing responsibility for the quality of programme units.  Planning, delivering and critically reviewing a range of teaching and assessment activities including lectures.  Assisting with the training and supervision of students (including research students) and acting as a tutor for industrial/professional training year students, according to own area of subject specialism.  Setting/marking programme work, practical sessions, supervisions, fieldwork and examinations according to own area of subject specialism, and providing appropriate feedback to students.  Taking part in activities such as validating and examining in relation to the University’s associated institutions.  **To engage in scholarship by:**  Continually updating knowledge and understanding in the field or specialism and translating the knowledge of advances in the subject area into the course of study.  **To undertake pastoral care of students**  Using listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and providing support. Appreciating the needs of individual students and their circumstances. Acting as personal tutor and giving first line support referring students as appropriate to services providing further help.  **To contribute to the efficient management and administration of the Faculty by**:  Performing such personal administrative duties throughout the Faculty as are recognised by the University as properly within the remit of the work of academic staff, as allocated by the Head of Faculty. Such duties may include, for example, library representative, year tutor. |

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| Person Specification |
| **The post holder must have:**  An honours degree or an appropriate and equivalent professional qualification in a relevant subject.  Normally a doctoral degree or be working towards a doctoral degree or an equivalent research degree  Evidence of teaching and presentational skills or potential.  Evidence of administrative/organisational skills or potential.  Evidence of current research/scholarship at doctoral level or equivalent, and potential for development |

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| Relationships and Contacts |
| The post holder will be a member of such Faculty Committees as may be relevant to their administrative duties, for example Faculty Board of Studies and Examination Board. New appointees will be assigned a senior colleague to guide their development and aid their integration into the Faculty and university. Research priorities will be agreed within the strategic framework of the research theme of which they are a member. Teaching and administrative duties will be allocated by the Head of Faculty, within the context of the teaching programmes agreed by the Faculty Learning and Teaching Committee or similar body. |

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| Special Requirements |
| To be able to participate in residential field work, in the UK or overseas, according to own area of subject specialism.  The post holder is expected to work outside normal office hours as necessary. |

### All staff are expected to:

* Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities policy.
* Help maintain a safe working environment by:
* Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand
* Following local codes of safe working practices and the University of Surrey Health and Safety Policy
* Undertake such other duties within the scope of the post as may be requested by your Manager.

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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 A in Physician Associate (PA) Studies | |
| **Background Information/Relationships**  The post is for a Teaching Fellow A to contribute to the development and delivery of a Post Graduate Diploma in Physician Associate studies. A PA is a healthcare professional who, while not a doctor, works to the medical model with the attitudes, skills and knowledge base to deliver holistic care and treatment within the general medical and/ or general practice team under defined levels of supervision. This is a teaching intensive role that requires excellent knowledge of healthcare and the role of the Physician Associate. It includes developing and delivering the PA programme with other team teachers, while developing a successful relationship with NHS partners.  Responsible for:  Teaching across modules and programmes, contributing to research and curricula content development according to own speciality, ensuring excellent student experience within taught sessions and supporting students in their learning.  This postholder will be expected to share their experience in medical, nursing, physician associate, or other health education will be expected to keep their clinical skills up to date. | | |
| **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. | | |
|  | | **Essential/ Desirable** |
| Primary Nursing Qualification, Primary Medical Qualification, OR PG Diploma Physician Associate | | E |
| Current full registration with the General Medical Council, the Nursing and Midwifery Council, or on the Managed Voluntary Register for Physician Associates in the UK. (Post holders should have a full licence to practise / registration with no restrictions) | | D |
| Educational degree (eg PG Certificate in Higher Education or equivalent) – will be obligatory to complete the PG Cert in Learning and Teaching in Higher Education offered by the University of Surrey in the probationary year. | | D |
| Fellowship of HEA or Academy of Medical Educators | | D |
| Knowledge and understanding of NHS policies, and interface between higher education and the NHS | | D |
| Anatomy qualification and teaching experience | | D |
| Evidence of innovation in learning and teaching | | D |
| Ability to take responsibility for own continuing professional development | | E |
| Commitment to the development of Physician Associates as a new profession in the UK setting | | E |

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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. Work as part of the team that designs, delivers, manages and quality assures the PG Dip in PA Studies, developing and producing learning materials; 2. Lead one or more modules on the PG Dip in PA Studies – taking responsibility for its delivery, management and assessment; 3. To work with module leaders to deliver high quality teaching as measured through the National Student Survey and module evaluation processes; 4. Monitor work and attendance of students as directed; 5. Take part in accreditation and quality control processes; 6. Respond to external examiners in consultation with the Chair of the Board of Studies, and Director of Learning and Teaching, and Associate Dean for Medicine; 7. Collaborate with practice, service users and user groups in all matters that affect the programme; 8. Meet the special needs of individual students in collaboration with the Additional Support Co-ordinator (ALS).   **N.B. The above list is not exhaustive**. |