

Post Details		Last Updated: 01/06/2016
Faculty/Administrative/Service Department:	Medical School	
Job Title:	Senior Lecturer (Teaching Track)	
Job Family	Research and Teaching	
Responsible to:	Head of Department or Faculty	
Responsible for:	May have supervisory responsibility for other staff	
Job Summary and Purpose		
<p>To make a major contribution to teaching development at undergraduate and postgraduate level. To lead in Faculty/Department management and administration at an appropriate level.</p>		
Main Responsibilities and Activities		
<u>Teaching Delivery and Development</u>		
<p>Give leadership to sustained development of teaching methods, materials, technologies and learning environments which enhance the students learning opportunities whilst creating an environment for understanding and enthusiasm amongst students.</p> <p>Lead innovation in curriculum development and design programmes that keep the Department/faculty at the leading edge of the discipline. Take responsibility for the quality of curriculum development and programme designs.</p> <p>Create opportunities for the development of new specialist pathway.</p> <p>Lead on the maintaining of quality and standards for the delivery of programmes.</p> <p>Critical review of teaching and learning activities as directed by the Dean, e.g. improvement mechanisms following analysis of MEQ data.</p> <p>Contribute at national and international level to the advancement pedagogical issues related to their subject specialism.</p> <p>Lead and influence the development and application of digital and electronically based teaching, learning and assessment techniques.</p> <p>Train and supervise students at UG and PG level (as appropriate).</p> <p>Undertake lead and support the development of appropriate criteria for the assessment of programmes of work, practical sessions, fieldwork and examinations in subject specialism, and provide appropriate protocols for excellent feedback to students. Critically evaluate the impact of the assessment criteria.</p> <p>Where appropriate act as a University delegate during teach out period with Associated institutions.</p> <p>Continually update knowledge and understanding in the field or specialism. Extend, transform and apply knowledge from pedagogical development to teaching, learning and electronic environments, as part of an integrated approach to academic practice and look towards enhancing the reputation of the Faculty and University nationally and internationally.</p> <p>Seek to publish pedagogical findings in appropriate peer reviewed HE journals, textbooks or monographs. Seek to contribute to an editorial board for an educational journal.</p>		

Conduct individual or collaborative scholarly projects related to their discipline and/or be researching pedagogic issues related to their academic discipline and communicating their findings widely within and outside the University.

Actively contribute to the development of Department/School and Faculty teaching and learning strategies and wider discussion of educational issues within the University and outside.

Identify sources of funding for pedagogical research, project proposals and consultancy. Contribute to securing funds for these activities.

Participate in and develop external networks for example to contribute to student recruitment, secure student placements, facilitate outreach work, generate income, obtain consultancy projects or build external relationships for future activities.

Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague.

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

Perform senior administrative duties such as Director of Studies, Director of Learning or Programme Director, that enhance the effectiveness of the management of the Faculty's student learning experience and learning opportunities.

Be involved in academic, professional or clinical networks in the discipline and take leading roles in these networks.

Lead on the advice, supervision and guidance to peers and colleagues and direct support for their innovations within pedagogical developments.

Person Specification

Post holder expected to possess a doctoral degree (relevant to the interests of the Faculty/Department).

Post holder to demonstrate:

- Evidence of significant academic and professional leadership.
- Evidence of leadership/development in a postgraduate and undergraduate teaching role such as course design, tutoring industrial/professional training year students and external examining.
- Evidence of a strong contribution to administration
- Evidence of strong external reputation, demonstrating a national standing in areas related to learning, teaching and assessment.
- Attainment of Teaching and Learning awards and prizes.
- Portfolio of excellent outputs in discipline or teaching and learning journals

A Teaching Qualification e.g. Postgraduate certificate in Learning and Teaching in HE or equivalent is essential.

Relationships and Contacts

Post holder will be a member of Faculty committees relevant to their 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 of Surrey 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 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

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:

Head of Anatomy and Lead for Year 1 of the Surrey Medical Programme

Background Information/Relationships

The Head of Anatomy and Lead for Year 1 has a key role in assisting the Dean, Director of Undergraduate Teaching and Learning and Lead for Assessment in coordinating the development and delivery of year one of the curriculum, and the teaching and assessment in anatomy for the University of Surrey GEM programme across all four years of the programme.

This post requires close working relationships with the year leads, other schools within the Faculty of Health and Medical Sciences, Local NHS Education Providers and clinical educators, researchers and administrative staff.

Overall responsibility is to the Dean of the Medical School.

Awareness of the impact of the medical school within the faculty, the university and our NHS placement providers is necessary and therefore this post requires good working relationships with the Heads of Schools within the FHMS as well as Chief Executives, Directors of Medical Education, Medical Directors within all our partner trusts.

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
A higher professional qualification, normally a doctoral degree or equivalent		Essential
Fellowship of the Higher Education Academy or Academy of Medical Educators		Essential
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	Level 1-3
Significant academic publication record	E	3
Evidence of leadership in medical learning and teaching in an academic environment with deep knowledge of medical education principles and practice	E	3
Experience of course accreditation and quality assurance processes in a medical education field	E	3
Evidence of high-quality teaching and experience of curriculum development	E	3
Excellent verbal and written communication, inter-personal and networking skills, and evidence of ability to build effective working relationships at all levels	E	3
Evidence of scholarly contributions to conferences, professional meetings and societies at a national or international level	E	3
Effective decision-making skills including the ability to make and convey difficult decisions	E	3
The ability to influence, persuade, and negotiate effectively	E	3
The ability to use tact, diplomacy, and empathy effect	E	3
Experience of financial planning and resource allocation	D	n/a
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. This should be read in conjunction with those contained within the accompanying generic Job Purpose.		
As a senior member of the Medical School faculty, the Head of Anatomy will support the Dean, Course Director, and Lead for Assessment as a key member of the Senior Management Team of the Medical School.		
Attendance at the curriculum development and curriculum management boards.		
<u>Head of Anatomy</u> <ol style="list-style-type: none"> To maintain and develop a spiral curriculum, with high quality teaching to deliver the learning outcomes required to meet the Surrey Medical School curriculum requirements in Anatomy. To lead the development of the foundational E learning module (FEL module) and to lead the programme of consolidation of the learning outcomes for this module as part of year 1 induction. To ensure that the curriculum in these domains meets the requirements of Outcomes for Graduates. To ensure that the assessment program robustly prepares the students for success in the Medical Licensing Assessment Knowledge Test and Clinical and Professional Skills Assessment in these domains. 		

5. To develop innovative teaching and resources.
6. To collaborate with the MATTU team to develop and deliver an integrated and spiral anatomy curriculum to Surrey medical students.
7. To achieve the highest levels of student satisfaction.
8. To liaise with Exeter medical school in designing the course delivery.
9. To liaise with and support theme leads to ensure delivery of curriculum and assessments.
10. The Head of Anatomy will have line management responsibility for the team delivering the anatomy programme e.g. Anatomy Teaching Fellows and Resident Medical Officers.

Year 1 Lead

1. To be the academic lead for year 1 of the GEM programme, and to maintain and develop high quality teaching and assessment throughout Year 1.
2. To support the year 1 teaching and administrative staff in development, maintenance, and delivery of the year 1 curriculum
3. To support the year 1 teaching and administrative staff in the delivery of all year 1 assessments, including standard setting, moderation / verification and mark checking processes
4. To support the delivery of written, practical, and oral assessments, including question writing, question review, examiner recruitment. Together with the Lead for Assessment the year 1 lead will ensure that assessments are of high quality, valid and responsive to internal and external feedback
5. To support the quality assurance processes within year 1 of the programme via review of evaluation data, review of external examiner reports, evaluation of assessment results, attendance at module review boards and participation in peer observation of teaching staff.
6. To assist with the timely recruitment of student selected special study unit (SSU) leaders to ensure there are enough places and appropriate academic standards in a variety of SSUs
7. To attend regular meetings with the Dean and Director of Undergraduate Studies
8. To be a point of contact for feedback to and from students
9. To meet, support and advise students with academic difficulties (working alongside the student support team)
10. Where appropriate, to attend student professionalism meetings
11. To attend the Teaching Undergraduate Medicine in Surrey Course and engage with ongoing professional development
12. To support the Learning and Teaching Strategy of the Medical School
13. To liaise with personal development group tutors as appropriate
14. To contribute to interviewing prospective students.
15. To attend medical school meetings including admissions board, curriculum development and management board, assessment meetings and quality assurance events

N.B. The above list is not exhaustive.

Equality and diversity

To perform the duties in a manner which supports and promotes the Surrey Medical School commitment to equality and diversity.

Appraisal

To participate in annual appraisal within the medical school as well as the postholders main trust for clinical activity.

Obligations

In the course of his/her duties the postholder will acquire knowledge of many confidential matters; the constant exercise of discretion and tact and the maintenance of confidentiality are therefore crucial.

General

The above list is not intended to be exhaustive. The postholder may be required to cover other necessary duties appropriate to his/her level and skills. You must handle personal and other electronic and manual data in accordance GDPR and relevant university policies. Data will be stored and handled confidentially and securely, utilised for only agreed purposes and be subject to the access rights of individuals.