

Post Details		Last Updated: 12/01/2024	
Faculty/Administrative/Service Department:	School of Medicine		
Job Title:	Lecturer (A) in Anatomy (Teaching Track)		
Job Family & Job Level	Research and Teaching	4	
Responsible to:	Head of Department or Faculty		
Responsible for:	Not applicable		
Job Summary and Purpose			
<p>To have significant input to the teaching at undergraduate and postgraduate level.</p> <p>To participate in appropriate level of Faculty/Department management and administration.</p> <p>Duties may be carried out with the guidance of a mentor, if required.</p>			
Main Responsibilities and Activities			
Teaching delivery and development:			
<p>Assist in developing teaching methods, materials and technologies to enhance the student learning experience.</p> <p>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.</p> <p>Plan, deliver and critically review a range of teaching and assessment activities including lectures.</p> <p>Assist in the development of innovative and relevant teaching, learning and assessment techniques.</p> <p>Act as tutor for industrial/ professional training year students and students in professional practice in subject specialism.</p> <p>Set and mark programme work, practical sessions, supervisions, fieldwork and examinations in subject specialism and provide timely and appropriate feedback.</p> <p>Continually update subject knowledge and understanding and apply advances to programme development.</p> <p>Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague where appropriate.</p>			
Student pastoral care			
<p>Develop and use pastoral care skills to support the academic development of students and ensure a good student experience.</p> <p>Act as personal tutor and give first line support before referring students on to appropriate services.</p>			
Management and administration			
<p>Take on specific roles such as Library Representative or Year Tutor which contribute to the efficient management and administration of the Faculty/Department.</p> <p>Grow personal involvement with academic, professional or clinical networks in the discipline.</p>			
Person Specification			
<p>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:</p>			

- 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

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: Lecturer A in Anatomy

Background Information/Relationships

The School of Medicine in the Faculty of Health and Medical Sciences, University of Surrey will be offering a 4-year, graduate-entry bachelor's degree medical programme. The first cohort of students will start their studies in September 2024.

This position focuses on the teaching and learning of anatomy in year one of the Surrey undergraduate medical curriculum. The first year of the course is structured in themes, based around clinical cases, which enables medical students to learn clinically relevant anatomy, as the foundation to the subsequent year clinical rotations.

Anatomy is an integral part of the undergraduate medical curriculum and will be taught primarily using prosections in a HTA licensed cadaver lab. Models, bones, living anatomy, ultrasound, virtual histology, radiology and imaging, and leading commercial software will be used to support teaching and learning. There will be a strong emphasis on interprofessional and technology enhanced learning.

The postholder will particularly support Surrey medical students in large and small group teaching, including case-based and team-based learning. They may also contribute to teaching clinically relevant anatomy to students in the other years of the medical course, and other healthcare programmes in the faculty. In addition, we would expect the post holder to contribute to our admissions process, to standard setting, writing knowledge tests and exam invigilation.

This post requires close working relationships with academic teaching staff, professional development group tutors, year leads, theme leads, clinical educators, and administrative staff.

Day-to-day line management lies with the Head of Anatomy and overall responsibility is to the Dean of the Medical School.

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 Membership	Essential/ Desirable
BSc or MSc in Anatomy or a related subject	Essential
A Teaching qualification e.g. Postgraduate Certificate in Learning and Teaching in HE OR a commitment to complete one by the end of their first year of employment with the University	Essential
Fellowship of the Higher Education Academy or Academy of Medical Educators OR a commitment to achieve one	Essential
Membership of the Anatomical Society or the British Association of Clinical Anatomists	Desirable
Technical Competencies (Experience and Knowledge)	Essential/ Desirable
This section contains the level of competency required to carry out the role	
Subject expertise in anatomy for medical and healthcare students	Essential
Experience of teaching gross anatomy to medical, biomedical or other healthcare programmes at an undergraduate level	Essential
Experience of teaching histology and embryology	Desirable
Experience of teaching anatomy using ultrasound and radiology resources	Desirable
Experience of teaching in small group settings	Essential
Experience of creating student-centred, digitally-enabled active learning and teaching materials and assessments	Essential
Experience of working under the HT Act, and adherence to the Act's conditions and provisions for Anatomy	Essential

Experience of working as a Persons Designate on a HTA Anatomy license	Desirable
Experience of creating cadaveric prosections	Essential
Ability to conduct individual or collaborative scholarly or professional practice-based projects	Desirable
Ability to work in a team and collaborate with colleagues and external partners	Essential
A willingness to take on a wide range of tasks, and to work flexibly	Essential

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.

1. To deliver high quality teaching in anatomy (to include gross anatomy, histology and embryology) to Surrey medical students via large and small group sessions.
2. To offer student selected Special Study Units (SSUs).
3. To contribute to weekly team-based learning sessions.
4. To ensure teaching is inclusive and supports interprofessional learning wherever possible.
5. To contribute to anatomy teaching across other programmes as required.
6. To devise new anatomy questions for formative and summative assessments in keeping with the requirements of Outcomes for Graduates and the Medical Licensing Assessment content map.
7. To participate in exam invigilation when required.
8. To contribute to the admissions process as an MMI assessor.
9. To support the Year Leads and Course Director in quality assurance processes to support the delivery of the BMBS curriculum.
10. To contribute to outreach activities within Anatomy and the wider medical school.
11. To participate, on a rotational basis, in admissions/marketing events outside of normal working days/hours such as open days, insight days, post-offer visit days, etc.
12. To be a 'Persons Designate' on the HTA Anatomy license.
13. To participate in, and contribute to, the general administration and safe running of the cadaver lab.
14. To create high quality cadaveric prosections for use in teaching.
15. To engage in subject, professional and pedagogy research as required to support teaching activities and deliver improved outcomes for students.
16. To assist the Senior Anatomy Technician in ensuring the smooth running of the technical services.

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.

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.