

Post Details		Last Updated: 12/01/2024	
<b>Faculty/Administrative/Service Department:</b>	School of Medicine		
<b>Job Title:</b>	Lecturer (B) in Anatomy (Teaching Track)		
<b>Job Family &amp; Job Level</b>	Research and Teaching	5	
<b>Responsible to:</b>	Head of Department or Faculty		
<b>Responsible for:</b>	Teaching staff in the Department or School. May supervise other staff.		
<b>Job Summary and Purpose</b>			
To have significant input to teaching at undergraduate and postgraduate level.			
To make a significant contribution to Faculty/Department management and administration as appropriate.			
<b>Main Responsibilities and Activities</b>			
<b>Teaching delivery and development:</b>			
Develop teaching methods, materials, technologies and learning environments which enhance the students learning opportunities whilst creating an environment for understanding and enthusiasm amongst students.			
Assist in the development of curricula and lead on programme and course innovations whilst taking responsibility for the quality of programmes developed.			
Plan, deliver and critically review a range of teaching and learning activities including lectures. Contribute to the development of the Faculty's Teaching and Learning Strategy.			
Develop and apply innovative and relevant teaching, learning and assessment techniques including peer review and other recognised metrics.			
Develop 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.			
Continually update knowledge and understanding in subject specialism and apply to course of study.			
Extend transform and apply new knowledge from pedagogic developments to teaching and appropriate external activities as part of an integrated approach to academic practice.			
Engage in professional and pedagogical research to support subject specialism teaching and learning activities.			
Conduct individual or collaborative projects related to discipline or pedagogy.			
Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague.			
<b>Student pastoral care</b>			
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.			
<b>Management and Administration</b>			
Take on administrative duties such as Examination Officer and Timetabling Officer which contribute to the efficient management and administration of the Faculty/Department.			
Be fully involved with students at all levels of support.			

Active involvement in academic, professional or clinical networks in the discipline and start to undertake leadership roles in these networks.

### **Person Specification**

Post holders are expected to hold a degree, higher degree or appropriate equivalent professional qualification (with an expectation of holding a higher degree for those teaching at post graduate level).

Post holder to demonstrate:

- Evidence of high level of teaching and presentational skills
- Evidence of administrative/organisational skills
- Evidence of knowledge and understanding of current developments in the relevant discipline or profession.

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

### **Relationships and Contacts**

Post holder to be a member of Faculty committees relevant to 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:** Lecturer B 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 post-holder 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.

<b>Qualifications and Professional Membership</b>	<b>Essential/ Desirable</b>
A higher professional qualification, normally a doctoral degree or equivalent in Anatomy or a related subject	Essential
A Teaching qualification e.g. Postgraduate Certificate in Learning and Teaching in HE	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
<b>Technical Competencies (Experience and Knowledge)</b>	<b>Essential/ Desirable</b>
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 undergraduate and postgraduate level	Essential
Experience of teaching histology and embryology	Desirable
Experience of teaching anatomy using ultrasound and radiology resources	Desirable
Ability to create and utilise technological innovations within gross anatomical teaching	Desirable
Experience as an expert tutor in small group teaching sessions	Essential
Experience of proactively developing new and innovative student-centred, digitally-enabled active learning and teaching approaches, materials and assessments	Essential
Experience of contributing to curriculum development within anatomy	Desirable

Experience of organising interprofessional learning within anatomy	Desirable
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
Experience of conducting individual or collaborative scholarly or professional practice-based projects	Desirable
Ability to work in a team and collaborate with colleagues and external partners	Essential
Ability to take on leadership roles	Desirable
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 senior '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.
17. To deputise for the Head of Anatomy as and when required.
18. To take on any lead roles to support the successful delivery of teaching and learning in the medical school.

**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.