

Post Details		Last Updated: 03/06/2024	
Faculty/Administrative/Service Department:	FHMS/Department of Veterinary Clinical Sciences		
Job Title:	Lecturer B in Small Animal Practice		
Job Family & Job Level	Research and Teaching	5	
Responsible to:	Head of Department or Faculty		
Responsible for:	May be required to undertake line management responsibility dependent on experience.		
Job Summary and Purpose			
<p>To have significant input to the teaching at undergraduate and postgraduate level.</p> <p>To make a significant contribution to Faculty/Department management and administration as appropriate.</p> <p>To assist and support departmental academic administrative duties including but not limited to module coordination and exam administrative support.</p> <p>Any other responsibilities required as determined by the Head of Department</p>			
Main Responsibilities and Activities			
Teaching delivery and development:			
<p>Develop teaching methods, materials, technologies and learning environments which enhance the student's learning opportunities whilst creating an environment for understanding and enthusiasm amongst students.</p> <p>Assist in the development of curricula and course innovations whilst taking responsibility for the quality of programmes developed.</p> <p>Plan, deliver and critically review a range of teaching and learning activities including lectures and small group teaching within veterinary clinical sciences.</p> <p>Develop and apply innovative and relevant teaching, learning and assessment techniques including peer review and other recognised metrics.</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 knowledge and understanding in subject specialism and apply to course of study.</p> <p>Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague.</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 administrative duties such as Module Coordinator, Examination Officer and Timetabling Officer which contribute to the efficient management and administration of the Faculty/Department.</p>			

Assist and support departmental academic administrative duties including but not limited to module coordination and exam administrative support for departmental members.

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 and competent use of Microsoft Office
- Evidence of knowledge and understanding of current developments in the relevant discipline or profession.

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 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.

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 Small Animal Practice
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Background Information/Relationships

This is an exciting opportunity for an experienced small animal veterinary surgeon with a passion for inspiring undergraduate students in all aspects of small animal medicine. Experienced clinicians who wish to move into education and develop their teaching expertise within a multidisciplinary department are encouraged to apply.

The successful candidate will bring a strong understanding and experience of small animal first opinion practice and ideally shelter medicine to complement existing staff in their ability to deliver high quality teaching across the curriculum.

Their primary focus would be supporting theoretical and practical teaching across the first four years of the programme. The role may also have responsibility for co-ordination of a clinical module within years 3 or 4.

Interest in and experience of clinical skills teaching, and assessment would be an advantage.

Enthusiasm and a willingness to work flexibly and to adapt to teaching creatively in a range of different contexts are essential, alongside excellent interpersonal and teamwork skills.

The University of Surrey, School of Veterinary Medicine follows a distributed model for final year teaching, and we are actively partnered with leading veterinary practices and local research institutes whose clinicians and scientists participate in teaching throughout the undergraduate curriculum. The post holder 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 veterinarians to engage with the challenges of the 21st Century.

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
MRCVS	Essential
Relevant teaching qualification (e.g. Grad Cert / FHEA)	Desirable
Post graduate qualification in small animal practice or related discipline (certificate and/or Diploma)	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 small animal practice	Essential
Experience of University and/or Clinical teaching / coaching	Desirable
Clear evidence of practical competencies.	Essential
Excellent communication, inter-personal and teamwork skills	Essential
Excellent organisational skills	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. Contribute to the delivery of small animal theoretical and practical teaching (lectures, tutorials, practical classes, project supervision etc) across the undergraduate curriculum, as required.
2. Contribute to the assessment of clinical and professional knowledge, competencies and skills.
3. Work with Year and Species Leads to ensure the horizontal and vertical integration of teaching delivered within the undergraduate programme.
4. Undertake module co-ordination or other administrative duties as required.
5. Travel to off-site clinical partners to deliver practical teaching as required.
6. Act as a personal tutor.

N.B. The above list is not exhaustive.