

<b>Post Details</b>		<b>Last Updated: 01/06/2016</b>	
<b>Faculty/Administrative/Service Department:</b>			
<b>Job Title:</b>	Lecturer (A) (Teaching Track)		
<b>Job Family &amp; Job Level</b>	Research and Teaching		
<b>Responsible to:</b>	Head of Department or Faculty		
<b>Responsible for:</b>	Not applicable		
<b>Job Summary and Purpose</b>			
<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>			
<b>Main Responsibilities and Activities</b>			
<b>Teaching delivery and development:</b>			
<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>			
<b>Student pastoral care</b>			
<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>			
<b>Management and administration</b>			
<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**

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:

- 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

<b>Job Title:</b>	Lecturer A in Medical Physics (Teaching Track)
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<b>Job Summary and Purpose:</b>
<p><u>This information sheet should be read in conjunction with the accompanying generic Research RA1A Role Profile and will be used for shortlisting processes. More specifically the post holder will be expected to:</u></p> <p>This post is a 36 month teaching fellow position to support the MSc Medical Physics program in the School of Mathematics and Medical Physics and will report to the Director of the Medical Physics MSc.</p>

<b>Main Responsibilities/Activities</b>
<p>The University of Surrey has extensive track record of teaching medical physics and radiation physics.</p> <p>In particular, it has been running for over 50 years a successful MSc programme in Medical Physics, which is accredited by IPEM (Institute of Physics and Engineering in Medicine) and has trained hundreds of students now working in healthcare or research. The programme is run in partnership with local hospitals and is continuously updated to reflect the rapid developments in the field.</p> <p>We are now seeking to appoint a Teaching Fellow to support the growth and continuing innovation of the programme, including the development of new training routes in partnership with our NHS stakeholders. The ideal candidate will have an established profile in clinical medical physics, with an enthusiasm for teaching and learning. You will be a strong communicator, able to inspire our students both in their academic studies and the ongoing professional development.</p> <p>The role will include a variety of key responsibilities:</p> <ul style="list-style-type: none"><li>- Contributing to the growth of the Medical Physics programme by developing high-quality modules. We aim to deliver teaching that reflects the continuous developments in field, and the contribution of a Teaching Fellow who has an understanding of the developments in the field and of the workforce training needs will be essential.</li><li>- Delivering taught modules as a sole or joint lecturer in collaboration with Surrey academic staff or external lecturers.</li><li>- Contributing to student experience and pastoral care. Each member of the academic staff is the personal tutor to a number of students, and we expect the post holder to contribute more broadly to the student experience by sitting on the Staff-Student Liaison Committee and Board of Studies.</li><li>- Proposing and supervising dissertation projects. The dissertation projects take place for about three months during the Summer, and we seek to offer a range of projects that reflect the variety of specialties in the field and of the expertise of the staff within the School and collaborating institutions.</li><li>- Liaising with external tutors from partner hospitals for programme delivery and development.</li></ul>

**Person Specification****The post holder must have:**

A first degree, or higher qualification, in Physics or a relevant related discipline.  
Clinical experience in a medical physics environment.  
A track-record in teaching and learning.

Applications for part-time or job share working are welcome for this position

**Relationships and Contacts**

The teaching fellow will report to the Director of the Medical Physics MSc, and work in partnership with University and clinical colleagues teaching on the Medical Physics programme.