

Academic Role Profile

Job Title:	Lecturer in Veterinary Surgical Skills
Responsible to:	Head of Department
Responsible for:	May have supervisory responsibility for other staff.

Job Summary and Purpose

To teach and examine at undergraduate and postgraduate level, and to participate in School administration as required.

Main Responsibilities/Activities

To support the teaching objectives of the Faculty by:

Developing new teaching methods and designing programme units, and taking responsibility for the quality of programme units.

Planning, delivering and critically reviewing a range of teaching and assessment activities.

Training and supervising of students according to own area of subject specialism.

Setting/marking programme work, practical sessions, supervisions, fieldwork and examinations as required by Head of Department, and providing appropriate feedback to students.

Taking part in activities such as validating and examining in relation to the University's associated institutions.

To undertake pastoral care of students

Using listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support. Appreciating the needs of individual students and their circumstances. Acting as personal tutor and giving first line support. Referring students as appropriate to services providing further help.

To engage in scholarship by:

Continually updating knowledge and understanding in the field or specialism. Extending, transforming and applying knowledge acquired from scholarship to teaching, research and appropriate external activities.

To contribute to the efficient management and administration of the Faculty by:

Performing such personal administrative duties throughout the Faculty as are recognised by the University as properly within the remit of the work of academic staff, as allocated by the Head of Faculty. Such duties may include Faculty co-ordinating roles, for example, running the process of admissions, examinations or teaching quality assessment.

Advising, supervising and giving guidance to other staff

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Person Specification

The post holder must have:

A veterinary degree
MRCVS registration
Evidence of administrative and organisational skills
Experience of clinical practice
Willingness to travel between the offsite teaching locations

Relationships and Contacts

The post holder will be a member of such Faculty/School Committees as may be relevant to their administrative duties, for example Board of Studies and Examination Board. New appointees will be assigned a senior colleague to guide their development and aid their integration into the Faculty and university. Teaching and administrative duties will be allocated by the Head of Faculty, within the context of the teaching programmes agreed by the Faculty Learning and Teaching Committee or similar body.

Special Requirements

To be able to participate in residential field work, in the UK or overseas, according to own area of subject specialism and to be able to travel to attend academic meetings and visit students working on placement in the UK or overseas.

The post holder is expected to work outside normal office hours as necessary.

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.
- 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
- Undertake such other duties within the scope of the post as may be requested by your Manager.

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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 in Veterinary Surgical Skills

Background Information/Relationships

We have a part-time, fixed term position for a small animal veterinary surgeon with an enthusiasm for sharing their knowledge and experience with veterinary undergraduates and post-graduates. Applicants should demonstrate an appropriate level of clinical practice experience in small animal species.

The role will involve supervising students at the off-site neutering clinics, in conjunction with other Veterinary surgeons and an RVN. The neutering clinics are stand-alone clinics run in conjunction with our partners, and provide invaluable experience for 4th year students, enabling them to enter final year rotations and general practice with confidence in routine surgery.

The successful candidate should be confident in elective surgical neutering procedures in cats and dogs and have enthusiasm for sharing their clinical experience and knowledge, giving students the confidence to perform surgical procedures and manage surgical cases.

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. As the neutering clinics are off-site there will be travel required between these as necessary.

The successful candidate will join the Department of Veterinary Clinical Sciences.

This post requires teaching at the spay and neuter clinic for two days a week in term time (Tuesday and Wednesday), plus other hours as required up to 0.25FTE over the year.

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.

	Essential/ Desirable
Veterinary Degree	E
MRCVS registered	E
Relevant post-graduate clinical qualification	D

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Experience of teaching veterinary sciences at the undergraduate level	D
Clear evidence of clinical experience in a relevant area of veterinary practice	E
Excellent communication, inter-personal and networking skills	E
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.	
<ol style="list-style-type: none"> 1. Directly contribute to undergraduate teaching programmes (including lectures, tutorials, practical classes, project supervision etc.). 2. Contribute towards the development and quality improvement of the undergraduate and postgraduate programme curricula in veterinary medicine and/or related programmes as required. 3. Contribute to the design, development and delivery of clinical skills teaching across the curriculum as required. 4. Undertake administrative duties, such as module co-ordination, or others, as required by the Department/School. 5. Be able to travel to partner sites to deliver teaching away from the veterinary school. 6. N.B. The above list is not exhaustive. 	