

Post Details		Last Updated: 23/07/2025	
Faculty/Administrative/Service Department:	School of Medicine Faculty of Health and Medical Sciences		
Job Title:	Lecturer (A) in Medical Education (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 To have significant input to the teaching at undergraduate and postgraduate level. To participate in appropriate level of Faculty/Department management and administration. Duties may be carried out with the guidance of a mentor, if required.			
Main Responsibilities and Activities			
Teaching delivery and development: Assist in developing teaching methods, materials and technologies to enhance the student learning experience. 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. Plan, deliver and critically review a range of teaching and assessment activities including lectures. Assist in the development of innovative and relevant teaching, learning and assessment techniques. Act as tutor for industrial/ professional training year students and students in professional practice in subject specialism. Set and mark programme work, practical sessions, supervisions, fieldwork and examinations in subject specialism and provide timely and appropriate feedback. Continually update subject knowledge and understanding and apply advances to programme development. Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague where appropriate.			
Student pastoral care 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.			
Management and administration Take on specific roles such as Library Representative or Year Tutor which contribute to the efficient management and administration of the Faculty/Department. Grow personal involvement with academic, professional or clinical networks in the discipline.			
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

Post Details		Last Updated: 23/07/2025	
Faculty/Administrative/Service Department:	School of Medicine Faculty of Health and Medical Sciences		
Job Title:	Lecturer (B) in Medical Education (Teaching Track)		
Job Family & Job Level	Research and Teaching	5	
Responsible to:	Head of Department or Faculty		
Responsible for:	Teaching staff in the Department or School. May supervise other staff.		
Job Summary and Purpose To have significant input to teaching at undergraduate and postgraduate level. To make a significant contribution to Faculty/Department management and administration as appropriate.			
Main Responsibilities and Activities			
Teaching delivery and development: 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.			
Student pastoral care 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.			
Management and Administration 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

Post Details		Last Updated: 23/07/2025	
Faculty/Administrative/Service Department:	School of Medicine Faculty of Health and Medical Sciences		
Job Title:	Senior Lecturer in Medical Education (Teaching Track)		
Job Family & Job Level	Research and Teaching	6	
Responsible to:	Head of Department or Faculty		
Responsible for:	May have supervisory responsibility for other staff		
Job Summary and Purpose To make a major contribution to teaching development at undergraduate and postgraduate level. To lead in Faculty/Department management and administration at an appropriate level.			
Main Responsibilities and Activities			
Teaching delivery and development: Give leadership to sustained development of teaching methods, materials, technologies and learning environments which enhance the students learning opportunities whilst creating an environment for understanding and enthusiasm amongst students. Lead innovation in curriculum development and design programmes that keep the Department/faculty at the leading edge of the discipline. Take responsibility for the quality of curriculum development and programme designs. Create opportunities for the development of new specialist pathway. Lead on the maintaining of quality and standards for the delivery of programmes. Critical review of teaching and learning activities as directed by the Dean, e.g. improvement mechanisms following analysis of MEQ data. Contribute at national and international level to the advancement pedagogical issues related to their subject specialism. Lead and influence the development and application of digital and electronically based teaching, learning and assessment techniques. Train and supervise students at UG and PG level (as appropriate). Undertake lead and support the development of 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. Critically evaluate the impact of the assessment criteria. Where appropriate act as a University delegate during teach out period with Associated institutions. Continually update knowledge and understanding in the field or specialism. Extend, transform and apply knowledge from pedagogical development to teaching, learning and electronic environments, as part of an integrated approach to academic practice and look towards enhancing the reputation of the Faculty and University nationally and internationally. Seek to publish pedagogical findings in appropriate peer reviewed HE journals, textbooks or monographs. Seek to contribute to an editorial board for an educational journal. Conduct individual or collaborative scholarly projects related to their discipline and/or be researching pedagogic issues related to their academic discipline and communicating their findings widely within and outside the University. Actively contribute to the development of Department/School and Faculty teaching and learning strategies and wider discussion of educational issues within the University and outside.			

Identify sources of funding for pedagogical research, project proposals and consultancy. Contribute to securing funds for these activities.

Participate in and develop external networks for example to contribute to student recruitment, secure student placements, facilitate outreach work, generate income, obtain consultancy projects or build external relationships for future activities.

Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague.

Student pastoral care

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.

Management and Administration

Perform senior administrative duties such as Director of Studies, Director of Learning or Programme Director, that enhance the effectiveness of the management of the Faculty's student learning experience and learning opportunities.

Be involved in academic, professional or clinical networks in the discipline and take leading roles in these networks.

Lead on the advice, supervision and guidance to peers and colleagues and direct support for their innovations within pedagogical developments.

Person Specification

Post holder expected to possess a doctoral degree (relevant to the interests of the Faculty/Department).

Post holder to demonstrate:

- Evidence of significant academic and professional leadership.
- Evidence of leadership/development in a postgraduate and undergraduate teaching role such as course design, tutoring industrial/professional training year students and external examining.
- Evidence of a strong contribution to administration
- Evidence of strong external reputation, demonstrating a national standing in areas related to learning, teaching and assessment.
- Attainment of Teaching and Learning awards and prizes.
- Portfolio of excellent outputs in discipline or teaching and learning journals

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

Relationships and Contacts

Post holder will be a member of Faculty committees relevant to their 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/Senior Lecturer in Medical Education
-------------------	---

Background Information/Relationships

This position focuses on the teaching and learning of our graduate entry students over the four-year program at the School of Medicine, University of Surrey. Including biomedical science, physiology, clinical medicine, special study unit teaching, communication skills and clinical specialty plus skills teaching as per expertise.

The post-holder will particularly support Surrey medical students in large (lectures) and small group teaching, including team and case-based learning and professional development tutor roles. In addition, we would expect the post holder to contribute to our admissions process, to standard setting, writing knowledge tests and OSCEs, and to support OSCE examining.

This post requires close working relationships with academic teaching staff, professional development group tutors, year leads, theme leads, community and primary care teams, NHS education providers, clinical educators, and administrative staff.

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
Full registration with the GMC		Essential
A higher professional qualification, normally a doctoral degree or equivalent		Essential
Fellowship of the Higher Education Academy or Academy of Medical Educators		Desirable
Technical Competencies (Experience and Knowledge)	Essential/ Desirable	Level 1-3
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).		
Evidence of leadership in medical learning and teaching in an academic environment with deep knowledge of medical education principles and practice.	E	3
Experience of course accreditation and quality assurance processes in a medical education field.	E	3
Experience of student support systems for medical students	E	3
Knowledge of the professional requirements of the GMC, with expert knowledge in matters relating to health, disability and fitness to practice	E	3

Evidence of high quality teaching and extensive experience of curriculum development.	E	3
Excellent verbal and written communication, inter-personal and networking skills, and evidence of ability to build effective working relationships at all levels.	E	3
Effective decision-making skills including the ability to Make and convey difficult decision.	E	3
The ability to influence, persuade and negotiate effectively.	E	3
The ability to use tact, diplomacy and empathy effectively.	E	3
Experience of financial planning and resource allocation.	D	n/a

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 biosciences, physiology and clinical medicine.
2. To contribute to clinical skills and communication skills teaching.
3. To contribute to special study unit teaching.
4. To be a professional development group tutor.
5. To contribute to simulation-based teaching and learning.
6. To deliver focused teaching to Surrey medical students using team-based learning methods.
7. To champion innovative teaching and learning methods.
8. Ensure teaching is inclusive and supports interprofessional learning wherever possible.
9. Ensure that University of Surrey medical students are trained to the highest standards.
10. Support the year leads and the Lead for Assessment in the planning and delivery of knowledge tests and clinical examinations in keeping with the requirements of Outcomes for Graduates and the Medical Licensing Assessment content map.
11. Contribute to the admissions process as an MMI assessor.
12. Support the year leads and course directors in quality assurance processes to support the delivery of the BMBS curriculum.

N.B. The above list is not exhaustive.

Candidates with expertise in anatomy, interprofessional education, and patient/public involvement are also encouraged to apply. There are also opportunities to be involved in our student support team for interested candidates.

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.