

Post Details		Last Updated: 27/4/22	
Faculty/Administrative/Service Department:	FHMS		
Job Title:	Lecturer B		
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

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 - Physician Associate Programme

Background Information/Relationships

Faculty: FHMS

Summary of the role:

The post is for a Lecturer to contribute to the development and delivery of a Post Graduate Diploma in Physician Associate (PA) studies. A PA is a healthcare professional who, while not a doctor, works to the medical model with the attitudes, skills and knowledge base to deliver holistic care and treatment within the general medical and/ or general practice team under defined levels of supervision. This is a teaching intensive role that requires excellent knowledge of healthcare and the role of the Physician Associate. It includes developing and delivering the PA programme with other team teachers, while developing a successful relationship with NHS partners.

They will work closely with DoS according to own areas of responsibility. They will engage in research activities as required in line with the School's research strategy. They will ensure that all professional requirements are met during the programme.

Responsible for:

The day to day operational management and cohesiveness of the student experience throughout the programme, including the practice flow. They will teach across modules within the programmes, contributing to the PA studies and curricula content development according to own speciality, ensuring an excellent student experience within taught sessions and supporting the practice component of the programme.

This postholder will be expected to share their experience in medical, nursing, physician associate, or other health care profession and will be expected to keep their clinical skills up to date.

Department: FHMS

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
Primary Nursing Qualification, Primary Medical Qualification, OR PG Diploma Physician Associate	E
Current full registration with the General Medical Council, the Nursing and Midwifery Council, or on the Managed Voluntary Register for Physician Associates in the UK.	E
Educational degree (eg PG Certificate in Higher Education or equivalent) – will be obligatory to complete the PG Cert in Learning and Teaching in Higher Education offered by the University of Surrey in the probationary year.	E

Fellowship of HEA or Academy of Medical Educators	D
Knowledge and understanding of NHS policies, and interface between higher education and the NHS	D
Commitment to the development of Physician Associates as a new profession in the UK setting	E
<i>In addition at Teaching Fellow B level</i>	
A Registered teaching qualification	E
Evidence of innovation in learning and teaching	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 (5 to 8 maximum). This should be read in conjunction with those contained within the accompanying generic Job Purpose.

1. Work as part of the team that designs, delivers, manages and quality assures the PG Dip in PA Studies, developing and producing learning materials;
2. Lead one or more modules on the PG Dip in PA Studies – taking responsibility for its delivery, management and assessment;
3. To work with module leaders to deliver high quality teaching as measured through the National Student Survey and module evaluation processes;
4. Monitor work and attendance of students as directed;
5. Take part in accreditation and quality control processes;
6. Respond to external examiners in consultation with the Chair of the Board of Studies, and Director of Learning and Teaching, and Associate Dean for Medicine;
7. Collaborate with practice, service users and user groups in all matters that affect the programme;

8. Meet the special needs of individual students in collaboration with the Additional Support Co-ordinator (ALS)

N.B. The above list is not exhaustive.