



| Post Details  |   | Last Updated: 24/02/2026 |  |
|---|---|--------------------------|--|
| <b>Faculty/Administrative/Service Department:</b>   | School of Veterinary Medicine   |                          |  |
| <b>Job Title:</b>   | Lecturer (B) in Veterinary Sciences and Education (Teaching Track)        |                          |  |
| <b>Job Family &amp; Job Level</b>   | Research and Teaching   | 5                        |  |
| <b>Responsible to:</b>  | Head of Department or Faculty   |                          |  |
| <b>Responsible for:</b>   | Teaching staff in the Department or School.<br>May supervise other staff. |                          |  |
| <b>Job Summary and Purpose</b>  |   |                          |  |
| <p>To have significant input to teaching at undergraduate and postgraduate level.</p> <p>To make a significant contribution to Faculty/Department management and administration as appropriate.</p>   |   |                          |  |
| <b>Main Responsibilities and Activities</b>   |   |                          |  |
| <b>Teaching delivery and development:</b>   |   |                          |  |
| <p>Develop teaching methods, materials, technologies and learning environments which enhance the students learning opportunities whilst creating an environment for understanding and enthusiasm amongst students.</p> <p>Assist in the development of curricula and lead on programme 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. Contribute to the development of the Faculty's Teaching and Learning Strategy.</p> <p>Develop and apply innovative and relevant teaching, learning and assessment techniques including peer review and other recognised metrics.</p> <p>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.</p> <p>Continually update knowledge and understanding in subject specialism and apply to course of study.</p> <p>Extend transform and apply new knowledge from pedagogic developments to teaching and appropriate external activities as part of an integrated approach to academic practice.</p> <p>Engage in professional and pedagogical research to support subject specialism teaching and learning activities.</p> <p>Conduct individual or collaborative projects related to discipline or pedagogy.</p> <p>Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague.</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>  |   |                          |  |



### **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 1

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.

|                   |   |
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| <b>Job Title:</b> | Senior Lecturer in Veterinary Sciences and Education (Teaching Track) |
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### **Background Information/Relationships**

We have a part-time (0.6 FTE) permanent post available for a trained veterinary surgeon (MRCVS) with enthusiasm for sharing their knowledge and experience with veterinary undergraduates.

The successful candidate should be able to demonstrate a thorough understanding of basic and applied veterinary sciences including physiology, genetics and veterinary public health, as well as veterinary clinical practice. They will be expected to complement existing staff in their ability to deliver high quality teaching and assessment across the veterinary programme. Their focus will be on supporting theoretical and practical teaching, including in animal husbandry, physiology and genetics, across years one and two of the programme, clinical teaching in years three and four and veterinary public health teaching in year five. The candidate will be expected to support off-site teaching including our spay and neuter clinic as part of their role. Support of practical assessment across all years of the programme, including delivery of OSCE assessments is expected. Contribution to academic administrative duties will also be required. In addition to the teaching and student support elements of the post, the successful candidate will have a 1-3 year appointment as Assessment Lead for the BVMSci programme (see Addendum 2 to job description).

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.

Successful candidates will join the Department of Comparative Biomedical Sciences and our supportive, multidisciplinary team, who are dedicated to inspiring and equipping the next generation of veterinarians to engage with the challenges of the 21<sup>st</sup> Century.

For more information please contact Dr Martha Betson, Head of Discipline, Comparative Biomedical Sciences (m.betson@surrey.ac.uk).

### **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.

|  | <b>Essential/<br/>Desirable</b> |
|--|---------------------------------|
| Veterinary degree and Member of the Royal College of Veterinary Surgeons (MRCVS)   | E                               |
| Relevant postgraduate qualification (Diploma, Certificate, MSc or PhD)   | E                               |
| Fellow of the Higher Education Academy/Advance HE (FHEA)   | E                               |
| Minimum of 2 years' experience of teaching veterinary sciences at undergraduate level  | E                               |
| Ability to teach surgery in a spay and neuter clinic setting   | E                               |
| Excellent communication, inter-personal and networking skills  | E                               |
| Evidence of leadership of projects or initiatives  | D                               |
| Evidence of development of new teaching or assessment activities   | D                               |
| Experience of educational quality assurance  | D                               |
| <b>Special requirements</b>  |                                 |
| The post holder will be required to accompany students on off-site visits as part of their veterinary training, including the spay and neuter clinic | 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. Contribute towards the development and quality improvement of the undergraduate curriculum for veterinary medicine.
2. Directly contribute to undergraduate teaching programmes and assessment (including lectures, tutorials, practical classes, off-site visits, project supervision etc.), particularly in pre-clinical and clinical veterinary sciences and animal husbandry.
3. Undertake administrative duties such as module co-ordination and programme assessment.
4. Act as a personal tutor to undergraduate veterinary students.

**N.B. The above list is not exhaustive.**

## **Addendum 2**

### **Programme Assessment Lead**

#### **Role description**

#### **Assessment Strategy**

- Oversee and implement the school's programme assessment strategy.
- Maintain awareness and understanding of feedback and assessment pedagogic literature and make recommendations to revision of the assessment strategy where appropriate.
- Work with relevant stakeholders (students, staff, and preceptors) to review and revise the assessment strategy under direction from the Associate Head of School (Education) and Programme Leads to ensure the strategy remains fits for purpose and compliant with RCVS and EA/EVE accreditation standards.
- Oversee and ensure the assessment strategy is blueprinted to all programme and module learning outcomes.

#### **Assessment Analysis**

- Oversee the implementation of assessment construct validity, reliability, and educational impact and evaluate effectiveness of assessments.
- Support module leads with post-assessment analysis to ensure assessment reliability is in line with accepted benchmarks e.g. Cronbach's Alpha of >0.7 and assess programme composite reliability.

#### **Assessment Criteria and Consistency**

- Support module leads in maintaining clear assessment criteria available to students and consistency of rubrics and assessment briefs across the programme.
- Support academic staff with assessment marking and consistency training as appropriate and in collaboration with programme leads and Associate Head of School (Education).

#### **Assessment Moderation and Standard Setting**

- Support module leads with moderation and standard setting processes to ensure appropriate internal and external verification and ensure assessment strategy is free from bias.
- Coordinate the internal Module Assessment Reviewer network.
- Support the Chair of Board of Examiners with review and response to external examiner reports.

#### **Administration**

- Oversee and coordinate fair marking allocations and collation of marks for internal moderation.
- Liaise with central assessments administration to ensure timely submission of results data, support module leads with verification of ARM reports, scrutinise Board of Examiners reports in collaboration with Chair of Board of Examiners and check veracity.



- Liaise with central assessments administration after the Board of Examiners to ensure all students' statuses are correct (progressing students, course suspending students, returning from absence students) and support module leads with administrative preparation for progressing students to new years of studies (group allocations, recognition of completed assignments for course suspended students etc.)

### **Committees**

- The role will have a seat on the Curriculum Committee
- It is expected that the role holder will attend all Boards of Studies and Boards of Examiners.

### **Workload Allocation and Term of Appointment**

The role will be a 1-3 year appointment subject to performance and separate from the substantive teaching and student support elements of a teaching-track post. Workload allocation is 200 hours per year.

### **Reporting Lines**

Line management for substantive teaching-track activities will be with existing section lead and/or Head of Discipline with educational dotted lines to Programme Leads and/or Associate Head of School (Education).