

<b>Post Details</b>		<b>Last Updated: 01/02/2018</b>	
<b>Faculty/Administrative/Service Department:</b>	School of Veterinary Medicine		
<b>Job Title:</b>	Teaching Fellow A		
<b>Job Family &amp; Job Level</b>	Research and Teaching	4	
<b>Responsible to:</b>	Head of Department, Veterinary Clinical Sciences and Director of Clinical Education		
<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>			
<b>Person Specification</b>			

Post holder must be an experienced veterinary surgeon, registered / registrable with RCVS. Post holder to demonstrate:

- Evidence of teaching and presentation 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 probationary 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

### **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.

<b>Job Title:</b>	Veterinary Clinical Teaching Fellow	
<p><b>Background Information/Relationships</b></p> <p>Intramural rotations (IMR) at Surrey Vet School run throughout the final year and are hosted at partner practices and other veterinary organisations. The appointee will be part of an integral team of clinical tutors who will support practice-based trained clinical mentors in the delivery of workplace-based clinical education, fostering the individual development, progression and evaluation of final year students toward attainment of day-one competences. Through regular and frequent practice visits to meet with practice clinical mentors and through the provision of one-to-one feedback and coaching of students, the appointee will form strong working relationships with a group of practice partners, assuring the quality of the clinical educational experience. They will oversee the successful development of the students' portfolio and act to remediate where necessary.</p> <p>The team of VCTFs sit within the Department of Veterinary Clinical Sciences and are directly line managed by the Director of Clinical Education who has responsibility for pedagogical planning and delivery of final year, accountable to the Head of Education and the Programme Director.</p> <p>They will engage in partner practice training and contribute to the quality assurance of IMR delivery through participation in annual review and feedback cycles.</p> <p>They will contribute to the additional final year teaching and assessment activities that surround and support IMR and participate in the delivery of relevant clinical teaching in the earlier years of the programme.</p>		
<p><b>Person Specification</b></p> <p>This section describes the sum total of knowledge, experience &amp; 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.</p>		
<b>Qualifications and Professional Memberships</b>		<b>Essential/ Desirable</b>
MRCVS		Essential
Relevant Diploma or comparable PG experience Postgraduate Certificate in Learning and Teaching		Desirable / to be achieved in training period
<b>Technical Competencies (Experience and Knowledge)</b>	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).	<b>Essential/ Desirable</b>
Experience in large animal veterinary clinical practice (equine, production or mixed practice)		Level 1-3
Experience in large animal veterinary clinical practice (equine, production or mixed practice)	Essential	2
An interest in/experience of teaching and/or clinical coaching (can include vet nurse training)	Essential	1
Evidence of leadership and communication skills	Essential	2
Interest in pedagogical research	Desirable	n/a
<b>Special Requirements</b>		
Due to the dispersed location of many of our practice partners, the post holder will need to have a valid driving licence at all times.	Essential	n/a
Depending on their national location relative to the University, and the allocation of practice partner groups, the post-holder will be required to spend night(s) away from home during specified periods.	Essential	n/a
<b>Key Responsibilities</b>		
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.		

Oversee educational aspects pertaining to delivery of IMR within a defined practice partner group/s, delivery of 'transition in to the profession' workshops and involvement in summative clinical assessments at the School.

Complete a bespoke pedagogical training for the role of VCTF and participate in programme teaching and assessment activities during this phase.

Contribute to the development, delivery and monitoring of outcomes of an ongoing training programme for partner practitioners through online materials, in-practice sessions and engagement events.

Engage quality assurance activities that validate the effectiveness of clinical teaching and assessment in IMR.

Act as personal tutor for clinical students in years 4 & 5.

Act as first point of contact for student-related matters within practice.

Engage fully with the School's requirements to achieve RCVS accreditation for the BVMSci Programme.

Participate in the delivery of relevant clinical aspects of the BVMSci programme in earlier years of the programme as appropriate.

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