

Post Details		Last Updated: 11/11/2021
Faculty/Administrative/Service Department:	Teaching Fellow in Veterinary Clinical Pathology	
Job Title:	Teaching Fellow B	
Job Family & Job Level	Research and Teaching	5
Responsible to:	Head of Pathology	
Responsible for:	Teaching staff in the Department or School. May supervise other staff.	

Job Summary and Purpose

To have significant input in 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 that 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 these to the 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.

Maintain 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 postgraduate 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

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 to maintain a safe working environment, by:

- Attending training in Health and Safety requirements as necessary, both upon 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:	Teaching Fellow in Veterinary Clinical Pathology
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Background Information/Relationships

You will be expected to complement our existing strengths in teaching in the areas of biomedical and veterinary sciences, and you will have the potential to capitalise on our existing collaborations with experts from world class veterinary institutes, practices, and commerce.

You will also be expected to contribute to the continued development and delivery of the undergraduate veterinary medicine and science curriculum, ensuring that it confirms to the standards required by the RCVS and EAEVE. In particular, you will contribute to delivery of lectures and practical sessions in anatomic pathology. There will also be an opportunity to help to develop, contribute to, and lead diagnostic clinical veterinary pathology services.

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
Registered with the Royal College of Veterinary Surgeons (MRCVS/FRCVS); or hold a degree that is registrable by the RCVS	E
Board certified in Veterinary Clinical Pathology (ACVP, ECVCP, FRCPath)	E
Clinical veterinary experience	D
Experience of teaching within a school of veterinary medicine	D
Experience of working in a diagnostic pathology environment	D

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 continued development and implementation of an undergraduate curriculum for veterinary sciences that meets and maintains RCVS accreditation standards (specifically in the area of veterinary clinical pathology).
2. Directly contribute to undergraduate teaching programmes (including lectures, tutorials, practical classes, project supervision, etc.).
3. Provide specialist advice and input into the School of Veterinary Medicine Programme Team.
4. Contribute to teaching on Vet Med, VBS, and relevant master's programmes.
5. Contribute to developing and undertaking a routine diagnostic veterinary clinical pathology service.
6. Maintain the clinical pathology teaching laboratory in the Veterinary Pathology Centre.
7. Provide clinical pathology support to the veterinary pathology surveillance team.
8. Contribute to training and mentoring of pathology residents.

N.B. The above list is not exhaustive.