

Job Title: Pastoral Support Advisor (Teaching dominant)

Grade: Clinical Consultant/SAGP

Salary: Clinical Consultant/SAGP

Department: Leicester Medical School

Hours/Contract: Part time, 2PA (0.2FTE, 8 hours per week). Fixed term contract for 3 years (subject to satisfactory educational appraisal) with potential to renew for a further agreed period (two roles available). The PSU service is ideally looking for advisor cover specifically for Mondays and Fridays.

Job Family: Teaching and Research

Reference: 13654

Role Purpose

The post holder will contribute to the delivery of a high-quality, student-centred pastoral support service for medical students, providing timely, appropriate and effective support to students experiencing personal, health, welfare or other circumstances that may affect their wellbeing or academic experience.

Working collaboratively with the core pastoral support team and key colleagues across Leicester Medical School, the post holder will help develop and implement a strategic approach to student pastoral support, ensuring that students receive appropriate advice, guidance, and access to wider sources of support. The role will also provide advice and support to colleagues within the Medical School and work closely with central University Student Support Services to ensure a coordinated and responsive approach to student wellbeing.

Main Duties and Responsibilities

The post holder will be responsible for the provision and delivery of pastoral support to medical students, working with the core team of pastoral support advisors and administrators:

- To provide appropriate, targeted and effective pastoral support to individual medical students experiencing personal, health & welfare issues
- To work with the Director(s) of Support, Deputy Head(s) of School and Heads of Year to develop and implement a strategy for student pastoral support
- To provide advice, support and signposting to the wider Leicester Medical School team
- To liaise with the central University Student Support Services as appropriate

Internal and External Relationships

You will be responsible for all academic activities to the Director(s) of Student Support.

Appointees under Follett terms and conditions will be expected to undertake integrated job planning and joint appraisal which takes into consideration both academic and clinical elements of their practice.

Planning and Organising





Long term planning/organisation of work in delivery of varied aspects of the job specification.

Seek guidance from academic mentors, administrative support staff and other academic colleagues as required.

Qualifications, Knowledge and Experience

Essential:

- MBChB or equivalent*
- Experience in dealing with personal and academic pressures experienced by young adults*
- Experience of training and competencies which enables an understanding of the personal and health problems which medical students experience*
- Ability to represent and promote the Pastoral Support Service
- Experience in teaching and assessment of medical students*
- Good knowledge of LMS Phase 1 and Phase 2 curriculum
- Knowledge of educational research and development in the field of student support
- Engagement with continuing personal development through attendance at training courses and medical education conferences

Desirable:

- Prior experience in a student support role*
- FHEA, Fellowship of the Academy of Medical Educators or PGCert/Dip in Medical Education*
- Prior or current responsibility for delivery of an education programme within the MB ChB curriculum

****Criteria to be used in shortlisting candidates for interview***

Skills, Abilities and Competencies

Essential:

- Skills to provide appropriate, targeted and effective pastoral support to students including referrals to Occupational health*
- Be able to demonstrate engagement in personal development as an educator*
- Approaches work with enthusiasm
- Displays empathy and interest in students
- Capable of assessing pastoral needs of students and developing support plans appropriate to their needs
- Able to act as a mentor of colleagues who support medical students in their personal





development

- Capable of making accurate assessments of students' personal attributes and behaviours; including risk assessment appropriate to the role
- Able to act independently and appropriately when problems arise with students
- Able to propose, enable and manage the effective delivery of student pastoral support

****Criteria to be used in shortlisting candidates for interview***

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from





discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

