



Job Title: Associate Professor (Teaching Focused), Director of Phase 1 (Years 1-2, MB ChB)
Grade: 9
Salary: £52,560 to £59,135 per annum
Department: Leicester Medical School
Hours/Contract: Full-time permanent
Reference: 1753

Role Purpose

You will have overarching responsibility for the curriculum, delivery and quality of phase 1 (years 1-2) of our five year MB ChB course.

Resources Managed

Develop and manage Heads of Year 1 and 2, and Phase 1 Unit leads, co-managing our Head of Assessment and vertical theme leads alongside our Director of Clinical Studies.

Main Duties and Responsibilities

General

- To maintain scholarly activity and keep up to date with developments in the field as necessary to carry out the duties of the post
- To carry out the duties of the post in accordance with the University values and standards, in line with University policies and procedures and benchmarks as appropriate, upholding high professional standards and leading by example
- To work with our students as members of a learning community to provide world class teaching and learning opportunities and an excellent student experience
- To maintain continuing professional development
- To maintain a safe work environment, including ensuring compliance with legislation and the undertaking of risk assessments
- To integrate the University 'VITAL' values into all appropriate aspects of the job; respecting the dignity and diversity of all members of the University community and University visitors

Teaching

- To ensure your own teaching and that delivered throughout our School is research led, follows best practice, is globally orientated and of the highest quality, whilst meeting the needs of a changing NHS workforce
- Lead the development of new approaches to teaching & learning. This may be underpinned by pedagogical research and evaluation of teaching methods and systems
- Design and deliver innovative courses and learning programmes by leading one phase 1 unit, which delivers to quality standards and builds the reputation of the University for teaching excellence
- Plan and review own teaching and approach to teaching





- Oversee the design and delivery of phase 1 assessments and by close working with our Head of Assessment and their team ensure those assessments link intimately with our phase 1 curriculum, are appropriate to the stage of training, and naturally progress on to our clinical phase
- Contribute to the support and guidance of students by acting as a personal tutor (Phase 1) to maximise the benefit of their time at Leicester
- Work with our Student Support team to ensure those students who need support (both pastoral, health and academic) are adequately considered. Support your Heads of Year to develop bespoke return-to-study plans for those students on suspension of studies, or repeating years for academic reasons
- To promote our course externally to students, Schools, external organisation and contribute to our admissions and marketing activities
- Act as internal and external examiner for undergraduate students
- Contribute to the development of teaching and learning policy locally, and to debate nationally about policy, methods and practices through conference activity and roles that advance quality in the discipline
- Act as coach and role-model for teaching locally through excellent practice and mentoring other, less experienced teachers/examiners
- To supervise students undertaking research projects as appropriate
- To engage with scholarship and pedagogical research to underpin innovation at programme level in teaching delivery or assessment practice, and to enhance the student learning experience
- To undertake general teaching-related teaching duties such as Student selected components (SSC), admissions events (including Open days), student progress meetings

Leadership and Management

- To have lead responsibility for developing and overseeing the curriculum content for Phase 1 (the early phase of our 5 year undergraduate medical degree)
- To line manage and appraise the Heads of Year 1-2, Head of assessment, and unit leads to ensure high quality delivery of the Phase 1 curriculum (i.e. years 1-2)
- To lead and ensure our Phase 1 vertical curriculum (e.g. professionalism and quality & safety) are delivered to students throughout their year 1-2 programme
- The Phase 1 programme involves some clinical contact through our Early Clinical Experience programme and Compassionate, Holistic, Diagnostic Detective course developing our students' basic clinical and consultation skills. You will provide oversight of placement providers relevant to Phase 1, shared with the Director of Clinical Studies, and Head of School
- To ensure that student feedback on phase 1 teaching is sought (including lead on phase 1 evaluation, and attend our Student-Staff Liaison Committee) and relevant issues addressed
- To ensure that the phase 1 curriculum meets student, professional and institutional requirements and demonstrates ongoing excellence against GMC standards for undergraduate medical education, the UKMLA blueprint, whilst assisting our Quality Lead in reporting on the phase 1 curriculum institutionally and to external bodies





- To work with the Head and Deputy Head of School, and Director of Clinical Studies to improve student satisfaction levels as measured by internal and external indicators
- To support our international ventures, including assisting delivery of our intended US and China programmes with the Associate Dean for International ventures
- To work alongside the Director of Clinical Studies in leading our partnership with Aston Medical School in delivery of our curriculum, and other future partners, as needed
- To take responsibility alongside the Head & Deputy Head of School for recruitment, appraisal and mentorship of phase 1 staff to our School
- To ensure diversity, equality and widening participation policy and practice are embedded and implemented within the context of the phase 1 programme, and liaise with our Head of Foundation course so as to ensure our year 0 students transfer smoothly on to year 1 of our MB ChB course
- Support our QA processes within the School responding to:
 - External examiners
 - University Annual Development Review
 - GMC quality reviews
- Responsibility for meetings as chair or member: in particular: Phase 1 management meetings (Chair), School Learning and Teaching Committee (member), Assessment Group (member), and our Health and Conduct Committee (member), and to deputise for the Head/Deputy Head of School when needed
- Contribute significantly to the development and running of the School as a member of the School's Executive team

Scholarship

- To pursue, develop and lead teaching, innovation and excellence
- To engage in scholarship publication and scholarly activity that enhances teaching and learning in the discipline and the pedagogical resources of the discipline
- To promote the integration of your scholarship with other interests within and, as appropriate, outside the School/College
- To engage in international enterprise initiatives and collaborations to a level appropriate to the discipline
- To lead the development of new teaching/assessment and learning approaches, texts and learning materials
- To contribute to the development of scholarship in the discipline through presentations at national and international conferences
- To contribute to professional practice through editing, refereeing and review
- To supervise research students in an area of pedagogical research at Masters or PhD level and/or from amongst our academic Foundation doctors who elect to undertake an educationally orientated research project





Internal and External Relationships

Work closely with your unit leads and other members of the Phase 1 team (academic, clinical, LMS professional services, UHL administrators).

Coordination with central University offices as required.

External representation on national/international committees.

Delivery of presentations at national/international conferences and meetings.

Interface with Aston Medical School and the GMC as needed to help AMS deliver their newly developing UG medical course.

Assist in ensuring compliance of the Leicester MB ChB programme with General Medical Council expectation as laid out in Outcomes for Graduates and Promoting Excellence, whilst also ensuring the curriculum prepares our students well for the forthcoming UKMLA.

Support our external international partnerships (including Chongqing Medical University, and any future US development) with regard to our curriculum.

May involve consultancy activities with private providers of medical education.

Planning and Organising

The Associate Professor will need to work closely with all members of the curriculum and assessment team to ensure that Phase 1 is delivered successfully.

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

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

Shaping the strategic direction of phase 1 assessment, leading future planning activity over many months and/or years.

Participation in the School's operational planning process via its Executive team, supporting the strategic direction of the School in teaching, research, and enterprise.

Qualifications, Knowledge and Experience

Essential

- Relevant degree *
- Completed PhD*, MD or MB BS qualification or equivalent*
- Evidence of external recognition of teaching practice at a senior level
- Experience of teaching at undergraduate and postgraduate level*
- A comprehensive knowledge of curriculum development at programme level, planning and teaching delivery at undergraduate level
- A good understanding of assessment methods in UG medical education





- External recognition of teaching practice at a senior level, already holding the FHEA qualification (or equivalent), with the intention to gain senior fellowship of the HEA (SFHEA) or equivalent within 2 years of taking up this senior role*
- Experience of line management and appraisal
- Experience of mentoring/advising and motivating students and staff at all levels

Desirable

- Evidence of successful supervision of research students*
- Esteem in professional practice, for example, track record of invited conference contribution*
- Contribution to national UG medical education initiatives (e.g. GMC committees, MSC committees etc.)

Skills, Abilities and Competencies

Essential

- High level of proficiency in English, sufficient to undertake research, teaching and administrative activities utilising English Language materials and to communicate effectively with staff and students*
- Ability to develop and deliver UG courses and assessments and have undertaken a wide range of teaching and assessment related activities
- Ability to review, evaluate and develop the key skills of students
- Ability to coach, mentor and appraise teaching staff
- Previous or current external examiner appointment
- Ability to develop resource materials to enhance teaching quality
- Good familiarity and expertise with technologies used to assist in educational delivery
- Ability to prioritise tasks within agreed work schedules
- Ability to deliver classes using a comprehensive range of delivery methods including lectures, seminars, tutoring
- Ability to carry out scholarship; write up findings; and disseminate good practice
- Ability to provide support to students via Blackboard
- Performance as a team leader, based on team performance and feedback
- High-level analytical capability
- Evidence of ability to design and deliver learning programmes
- Ability to provide effective leadership for groups and activities with substantial impact among peers
- Skills in managing and motivating staff with skills in coaching and developing others in best practice techniques





Desirable

- Effective management and analysis of resources

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

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.

VITAL

The University encourages all staff to live our [VITAL values](#) which are:

Valuing People, Innovators, Together, Accountable, Leaders.

Equality and Diversity

We believe that equality, 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.

