

Job Description

Education Fellow (Consolidation & Improvement)

Salary:	Grade 7
Contract:	Full time, fixed term until 31 July 2028
School/Department:	Kent and Medway Medical School
Location:	Canterbury Campus
Responsible to:	Academic Lead for Programme Consolidation

Kent and Medway Medical School

KMMS welcomed its first students in 2020 and achieved full GMC accreditation in 2025. Our mission is to widen participation, train excellent doctors, and improve health in Kent and Medway. We deliver a five-year undergraduate programme and a growing portfolio of postgraduate study, including the MSc in Clinical Education and Physician Associate Studies.

Equity, Diversity and Inclusion

KMMS is proud to have a diverse and inclusive community of students and staff. We welcome applications from members of all the non-majority parts of our community and KMMS is committed to fair treatment and to ensuring that the learning and working environment is supportive and inclusive to all. Duties in the delivery of learning, teaching and supporting students and staff should be performed in a manner in keeping with the School's core values.

Job purpose

KMMS Education Fellows contribute to the development and delivery of our undergraduate BM BS programme in a variety of settings, such as group tutorials, team-based learning, large group lectures, in the areas of anatomy, clinical skills, curriculum consolidation and improvement, curriculum mapping, and assessment. This role will focus on two areas: curriculum consolidation and improvement, and curriculum mapping.

For the curriculum consolidation and improvement component, this will involve being part of the workstream responsible for reviewing and evaluating the current BMBS programme, in order to improve staff and student experience, as well as achieve efficiencies and resource savings. For the curriculum mapping component, this will involve a careful and accurate mapping of the entire 5-year curriculum to module and programme outcomes, as well as GMC Outcomes for Graduates and Medical Licensing Assessment (MLA).

Key accountabilities

- Work with and support the KMMS Academic Lead for Programme Consolidation in the review, evaluation and implementation of modifications to the BMBS programme.

- Work with KMMS academic staff to accurately map the BM BS curriculum to appropriate outcomes, including programme outcomes, GMC Outcomes for Graduates and MLA, using an innovative mapping tool.
- Understand and interpret curriculum data, ensuring an accurate and quality assured mapping.
- Undertake some teaching activities of both undergraduate and postgraduate students, including providing support for student learning, as required by line manager.

Key duties

The following are the main duties for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

- Prepare and attend, in collaboration with line manager, meetings with module and specialty leads, vertical theme leads, Year Academic Leads, placement providers and professional staff as part of the consolidation and improvement workstream.
- Support the preparation of proposals, guidelines and reports for meetings, as appropriate.
- Map the 5-year curriculum of BM BS, producing a final document or suite of documents that clearly identify and relate the current curriculum to appropriate programme outcomes.
- Prepare and attend, in collaboration with line manager, meetings with module leads and Year Academic Leads as part of the quality assurance process related to curriculum mapping.
- Liaise closely with line manager, educators and lecturers to deliver an accurate and quality assured outcome, reporting on progress and identifying potential barriers and delays well in advance.
- Participate in the delivery of small and medium size group teaching where necessary, including preparation, coordination and administration of teaching sessions.
- Ensure that the content, methods of delivery and learning materials meet the defined student learning objectives.
- Prepare student and staff learning support materials. Reflect on own practice and the development of teaching skills, as well as independent work and understanding of medical education curriculum.
- Plan and manage any teaching and tutorials as agreed with line manager.
- Contribute to the preparation, set-up, administration, marking and quality assurance of assessments in anatomy spotter examinations / Objective Structured Practical Examination (OSPE) / Applied knowledge Tests (AKT) / Objective Structured Clinical Examinations (OSCE).

Communication and teamwork

- Collaborate with academic and professional colleagues on course development and curriculum changes.
- Collaborate with academic and professional colleagues on various areas of the curriculum and related activities to support the mapping project.
- Attend and contribute to subject group meetings and collaborative decision-making with colleagues in areas that relate to consolidation, improvement and mapping projects.
- Use academic support skills to assist students in their learning and refer students as appropriate to services providing further help.
- Contribute to KMMS's annual multi-station mini-interviews (MMIs) as part of the student admission cycle.
- Contribute to OSCE examinations through examining and logistical activities.

Continuous professional development

- Possess sufficient breadth/depth of specialist knowledge in the discipline and be developing further skills in and knowledge of teaching methods and techniques.
- Engage in continuous professional development.
- Participate in regular meetings with the named supervisor or area lead.

Internal & external relationships

Internal: University of Kent students and staff (academic and professional services).

External: Professional bodies, placement staff and supervisors, NHS colleagues and partners.

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment
- Conflict resolution
- Pressure to meet important deadlines such as might be inherent in high profile projects

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential Criteria:

- A Medical/Healthcare degree, or a closely related subject area such as Human Anatomy, Physiology or Biochemistry, or equivalent (A)
- Accuracy and attention to detail (A, I)
- Ability to work accurately and to tight deadlines, organising and deploying time effectively (I)
- Experience of undergraduate medical education, ideally spiral/integrated curricula (A, I)
- A demonstrable interest in teaching and learning in undergraduate or postgraduate learning and teaching in medicine or a closely related discipline (A, I)
- Good IT skills, particularly Microsoft Office packages, and a willingness to learn new skills (A, I)
- Ability to communicate with clarity and enthusiasm (I, T)
- Ability to give clear and constructive feedback (I)
- Ability to work independently and with minimal supervision (I)
- A commitment to contributing fully and flexibly to the full range of activities required (I)
- A firm commitment to fostering a working and learning environment that is respectful, inclusive and values diversity, including diversity of thought, and which enables staff and students from a wide range of backgrounds to thrive (I)

Desirable Criteria:

- A post-graduate teaching qualification (e.g. Grad Cert) or Membership or Fellowship of the HEA or AoME or equivalent (A)

- Advanced knowledge of the relevant subject area to effectively deliver teaching within the BM BS programme (A)

Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage