

**OUR REWARD PRACTICES/
JOB DESCRIPTION:
Curriculum and Assessment Manager**



Date created:

Date created

Date updated:

21/08/2019

Generic role title:	Curriculum and Assessment Manager
Job family:	Administration, Professional & Managerial
Reference number:	KMMS-009-19
Grade:	Grade 7
Salary Scale:	£34,189 - £39,609 per annum
Contract:	Ongoing Full time
School/Department:	Kent and Medway Medical School
Location:	Work between KMMS locations at both University of Kent and Canterbury Christ Church University
Line manager:	Quality Manager or their nominee
Immediate line reports:	Course Coordinators 2 x 1 FTE
Anticipated start date:	01 October 2019

The Kent and Medway Medical School

Our vision for the Kent and Medway Medical School (KMMS) is to create a new medical school for Kent and Medway that becomes a beacon for first-class medical education and research. The School will attract the most talented aspiring doctors from within the local community and beyond, offering training and development opportunities that will help to keep that talent in Kent and Medway.

KMMS brings together the existing centres of excellence in health and medical education provided by the University of Kent and Canterbury Christ Church University and local healthcare organisations, to offer a new model of patient-focused medical education.

Lead by its Founding Dean, Professor Chris Holland, the School will open in **September 2020**, offering **100 undergraduate medical places** on a yearly basis. The five-year undergraduate programme will be taught at the Canterbury campuses of both university partners with medical placements within Primary, Community and Secondary Care across Kent and Medway.



The University of Kent is a leading academic institution. It was awarded a gold rating in the TEF and has an excellent track record in health training, research and innovation across a range of disciplines, including Biomedical Science, Pharmacy and the Social Sciences.

Canterbury Christ Church University has a significant portfolio of pre-registration healthcare programmes, underpinned by strong leadership, extensive relationships to support clinical placements, simulation facilities, and internationally recognised research promoting health and wellbeing.

Equality, Diversity and Inclusion

KMMS is committed to the fair treatment of all staff and students and ensuring that the learning and working environment are supportive and inclusive for 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 commitment to equality and diversity. KMMS will work towards attaining an appropriate Athena Swan award.

Job purpose

To develop, implement and maintain efficient and effective procedures to manage the administration and delivery of the Medical School BM BS programme.

The post-holder will be responsible to the Quality Manager but will work closely with senior members of the KMMS Senior Leadership Team especially the Undergraduate Programme Director, Lead for Assessment and Leads for Years 1 and 2. They will also liaise with appropriate colleagues in other administrative and academic units in the parent universities and partner NHS trusts.

The Kent and Medway Medical School is a new and innovative joint endeavour between the University of Kent and Canterbury Christ Church University. Therefore, the role and duties are likely to change as the School develops. The postholder is expected to undertake an active role in supporting the School's development within their areas of competence.

This role will involve working on both the University of Kent and the Canterbury Christ Church University campuses in Canterbury. Suitable training and development will be provided

Key accountabilities

This section details the main accountabilities (or responsibilities) of the job, together with a selection of indicative duties. Other duties, commensurate with the grading of the post, may also be assigned from time to time.

		<i>Frequency</i>
1.	Manage all aspects of administration associated with the organisation and delivery of the medical curriculum and the student experience	Daily
Example duties:		
1.1	Lead on new student induction processes including the KMMS Induction Week programme of events, enrolment and IT set up	

1.2 Manage the operation of the KMMS student reception which is the first port of call for all student and staff queries, ensuring equality of provision of service across both sites and providing advice and information as required		
1.3 Provide guidance and advice within KMMS on all aspects of programme administration and student experience		
2.	Working in conjunction with the Timetabling Office, co-ordinate the annual timetabling process for academic staff and students, in order to facilitate the smooth running of teaching	<i>Frequency</i>
		Monthly
2.1 Co-ordinate the gathering of information for the development of all undergraduate teaching timetables for the respective subject areas, ensuring that key University deadlines are met		
2.2 Process student timetable requests and resolve timetable clashes in order to contribute to a positive student experience		
2.3 Work closely with academic staff to develop teaching timetables, amending as required		
2.4 Close liaison with the Timetabling Office to meet ongoing and additional requirements, resolve issues as they arise and ensure a positive working relationship		
3.	Produce and maintain accurate curriculum information and ensure that KMMS students and staff are provided with the information they require at appropriate times	<i>Frequency</i>
		Weekly
Example duties:		
3.1 Produce course documents in a variety of formats, including module handbooks, academic tutor handbooks and academic skills handbook		
3.2 Ensure that course documents and relevant information on assessment policies and procedures are maintained, circulated, and made available via the KMMS Student Portal and Virtual Learning Environment as appropriate		
3.3 Maintain all relevant documentation and communications on the KMMS student portal, websites and printed materials, ensuring that they are accurate and up-to-date and include all relevant regulatory, policy and procedural information		
4.	Ensure that accurate electronic student, programme and assessment records are maintained using the student records system	Weekly
4.1 Co-ordinate the gathering of reference data for KMMS programme information and work closely with Central Administration and other relevant colleagues regarding the set up		

4.2 Ensure that the relevant information is reproduced for in-course administration for all KMMS modules and assessments		
5.	Manage the assessment and examination processes for KMMS, ensuring that all University and School policies are applied	Monthly
5.1 Liaise with the Lead for Assessment to deliver Objective Structured Clinical Examinations (OSCEs) and other formative and summative assessments		
5.2 Manage assessment, marking and exam board processes in accordance with jointly agreed KMMS quality assurance procedures including the accurate compilation of marks, and the production of papers for exam boards		
5.3 Manage all written examinations and module assessments and provide information to students and staff, including preparation of exam papers and documentation and all logistical arrangements, troubleshooting as necessary		
5.4 Format examination papers each year, liaising closely with module convenors and External Examiners, and ensure that records of past examination papers are maintained		
5.5 Liaise with Chief Examiners and External Examiners to collate moderation samples and make the necessary examinations board arrangements		
6.	Liaise with external examiners and support their work, providing relevant course information and organising attendance at appropriate events	<i>Frequency</i>
		Monthly
Example duties:		
6.1 Manage external examiner appointment and communications and support the procurement and processing of external examiner reports		
6.2 Ensure the timely provision of all relevant course information to external examiners, including key committee and other dates		
6.3 Liaise with external examiners to ensure that examination papers are properly reviewed, coursework is moderated and relevant examinations are observed		
6.4 Arrange travel and accommodation for external examiners as required to attend relevant KMMS events, organising the reimbursement of any travel expenses		
7.	To contribute to curriculum development, quality management and the improvement of the student experience including approval, monitoring, review and revision, leading the discussions and developments where appropriate	<i>Frequency</i>
		Monthly
Example duties:		

7.1 Manage quality assurance and module review processes including obtaining student and faculty feedback and organisation of module review		
7.2 Ensure that information and data required in connection with module and annual monitoring are obtained and processed in accordance with agreed procedures		
7.3 Work with academic staff to develop the medical curriculum paying particular regard to QAA and GMC guidance, institutional and School policy		
7.4 Contribute to programme developments through active participation in relevant school committees		
7.5 Ensure that that, in accordance with the agreed procedures, approvals for any changes to the curriculum, academic period and assessments are presented to the relevant committees, and decisions are implemented in a timely way		
7.6 Acquire and update understanding of the University's Code of Practice, examinations conventions and regulations as well as Faculty policies and procedures		
8.	To act as Secretary to a range of KMMS committees concerned with curriculum and student matters including examination boards	<i>Frequency</i>
		Monthly
<i>Example duties:</i>		
8.1 Assist in the appointment of committee members, scrutinise documentation and brief the Chair as appropriate		
8.2 Communicate with members of relevant committees regarding meeting arrangements and any other committee business, take minutes and ensure actions are followed up		
8.3 Produce and circulate agenda and written reports for committees as appropriate, including accurate assessment results for examination boards and organise any logistical matters		
9.	Provide line management for the Course Coordinators so that they perform to the best of their abilities	<i>Frequency</i>
		Daily
<i>Example duties:</i>		
9.1 Organise a comprehensive induction and training programme for new staff and implement relevant management responsibilities and University policies		
9.2 Conduct staff appraisal and monitor performance and provide support, advice and guidance as appropriate		
9.3 Coordinate annual leave and deployment of staff to ensure continuity of business		

Internal & external relationships

This section indicates with whom the job holder comes into contact and liaises/ communicates with on a regular basis, and for what purpose.

Internal: Undergraduate Programme Director, Leads for Assessment and Student Choice and all KMMS SLT members, Quality Manager and quality assurance colleagues at both universities, timetabling office, student records administrators at the University of Kent, all KMMS students

External: NHS colleagues, External Examiners, prospective students and KMMS visitors

Health, safety & wellbeing considerations

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

- Repetitive limb movements
- Regular use of Screen Display Equipment

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.

Qualifications / training	Essential	Desirable	Assessed via*
A degree or equivalent qualification in a related field	✓		A
Knowledge, skills and experience	Essential	Desirable	Assessed via*
Experience of servicing committees	✓		A, I
Experience of developing and managing systems in higher education, particularly exam boards	✓		A, I
Experience of using student records systems and other databases, virtual learning environments and a high level of proficiency in using Microsoft Office	✓		A, I
Experience of working within a higher education QA framework and proven ability to comply with it	✓		A, I
Excellent attention to detail with the ability to produce, record and access accurate information	✓		A, T
Experience of working in a collaborative partnership within education and / or previous experience working within the NHS		✓	I
Proven experience of successfully managing and motivating staff	✓		A, I

Excellent communication and interpersonal skills which enable excellent relationship building and communication at all levels	✓		I
Ability to work with minimal supervision and on own initiative to high quality standards, prioritising and managing time effectively in a busy environment	✓		I
Strong commitment to a high level of customer service	✓		I

Additional attributes	Essential	Desirable	Assessed via*
Ability to work on own initiative, prioritising and managing time effectively	✓		I
Resilient under pressure and willingness to embrace change	✓		I
A confident leader, able to manage senior level relationships effectively, build consensus and drive effective decision making in formal and informal settings	✓		I, T
Innovative problem solver with the ability to optimise existing resources at both institutions	✓		I, T
A strong commitment to equality, diversity and inclusion	✓		I
Ability to exercise discretion and tact and maintain confidentiality whilst dealing with conflicting opinions and priorities	✓		I
Ability to help shape an environment where less experienced colleagues can learn and develop	✓		I
Ability to articulate the School's objectives in a way that encourages others to engage with the vision	✓		I, T
Flexible, adaptable, able to deal with uncertainty and able to manage conflicting priorities and demands	✓		I

*Criterion to be assessed via:

A = application form or CV/cover letter

I = interview questions

T = test or presentation at interview