CONTRACT MANAGEMENT / RESOURCING:
Role Profile:
KMMS Teaching Fellow (Associate Lecturer)

Salary Scale:  
Grade 7: £36,386 - £40,931

Contract:  
For a fixed period of two years until the end July 2025 and from 0.4 FTE.
Greater FTE may be possible up to full-time subject to requirements in the relevant module/subject area

Location:  
Canterbury, Kent and Medway

Responsible to:  
Undergraduate Programme Director or their nominee

Anticipated Start Date:  
August 2023 or by negotiation

The role

Being a KMMS Teaching Fellow offers an opportunity to be part of a dynamic team of medical educators, working to establish and deliver an innovative and integrated undergraduate medical curriculum. You will be involved in activities required for the successful delivery of our programme. This will allow you to acquire educational knowledge and develop a portfolio of teaching experience, evaluation and reflection in a supervised environment.

KMMS Teaching Fellows are employed to 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, clinical skills teaching, human anatomy dissection and living anatomy sessions. You will also be expected to contribute to multiple mini-interviews (MMIs), assessment work such as question writing, marking, quality assuring standard setting and OSCE design and examination. You are also expected to actively input on course development, programme evaluation and curriculum changes.

Main duties and responsibilities

All the time allocated to this role will involve the delivery and evaluation of learning and teaching for the undergraduate KMMS BM BS programme under the guidance and oversight of the appropriate Line Manager.
The following are the main duties/responsibilities for the role. Other duties, commensurate with the grading of the role may also be assigned from time to time in line with the needs of the programme at different stages of its development and implementation.

Teaching and scholarship

- Participate in the delivery of small and medium size group teaching. This will include preparation, coordination and administration of teaching sessions.
- Contribute to the creation, development and evaluation of course material for student-centred learning and teaching in a variety of settings.
- Ensure that the content, methods of delivery and learning materials will meet the defined learning objectives.
- Contribute to the preparation, set-up, administration and marking of main exam and resits of spotter examinations / Objective Structured Practical Examination (OSPE) / Applied knowledge Tests (AKT) / Objective Structured Clinical Examinations (OSCE) / student projects / essays and students’ e-portfolios.
- Undertake other teaching and assessment responsibilities, relating to relevant modules, as directed by your line manager.
- Design and deliver teaching material across a range of modules or subject areas. These may include:
  - Anatomical Sciences
  - Clinical Skills and Simulation
  - Communication and Professional Skills
  - Person-centred Healthcare
  - Primary and Community Care
  - Team Based Learning
  - Another specific subject area or responsibility within multiple modules or a specific year across the academic programme
- Prepare student and staff handouts and other basic learning support materials.
- Provide feedback to students within teaching sessions and in the context of various assessment activities.
- Reflect on own practice and the development of own teaching and learning skills.
- Contribute to the planning of teaching programmes and the preparation, set-up and administration of the curriculum map for the undergraduate programme.
- Plan and manage own teaching and tutorials as agreed with line manager.

If appointed to a role with a focus on Anatomical Sciences:

- Deliver cadaver-based teaching of topographical and gross anatomy, developmental and microscopic anatomy including neuroanatomy, radiological anatomy / imaging and histology.
- Supervise full-body human anatomical dissection as required for learning, teaching and assessment purposes.
- Work with human tissue and ensure that your own practice and that of others conforms to the legislation of the Human Tissue Act (2004).
If appointed to a role with a focus on Assessment:

- Additionally support the quality assurance processes of the Applied Knowledge Test (AKT) assessments to support the production of the AKT exams across the programme.
- Liaise closely with educators and lecturers to deliver OSCEs, essays or other written assessments.

**Communication and teamwork**

- Collaborate with academic and professional colleagues on course development and curriculum changes.
- Attend and contribute to subject group meetings.
- Contribute to collaborative decision-making with colleagues on academic content, and on the assessment of students’ work.

**Pastoral care**

- Act as a module tutor and use listening, interpersonal and academic support skills to deal with academic issues concerning students and provide immediate support.
- Refer students as appropriate to services providing further help.

**Work environment**

- Depending on area of work (e.g. laboratories, workshop, studios) may be expected to take responsibility for conducting risk assessments and reducing hazards.

**Continuous professional development**

- Possess sufficient breadth or 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.

**Health, Safety & Wellbeing Considerations**

This role involves undertaking duties which include the Health, Safety and wellbeing issues outlined below. Please be aware of these, when considering your suitability for the role.

- Repetitive limb movements
- Regular use of Screen Display Equipment
- Working with chemicals (inc. requirement to wear latex gloves and inc. work with CO2 or N2 gasses)
- Biological Agents/Scientific Hazards (experiments/lasers etc, and waste/sewage)
- Working in confined spaces
- Prolonged physical/manual work/Manual handling (inc. human beings)
- Conflict resolution
- Contact with Human fluids (blood, saliva etc)
## Person specification

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<thead>
<tr>
<th>Qualifications / Training</th>
<th>Essential</th>
<th>Desirable</th>
<th>Assessed via*</th>
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<tbody>
<tr>
<td>A Medical/Healthcare degree, or a closely related subject area such as Human Anatomy, Physiology or Biochemistry</td>
<td>✓</td>
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<tr>
<td>A post-graduate teaching qualification (e.g. Grad Cert) or Membership or Fellowship of the HEA or AoME or equivalent</td>
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<td>✓</td>
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<tr>
<th>Experience / Knowledge</th>
<th>Essential</th>
<th>Desirable</th>
<th>Assessed via*</th>
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<tr>
<td>An advanced knowledge of the relevant subject area to effectively deliver teaching within the BM BS programme</td>
<td>✓</td>
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<tr>
<td>A demonstrable interest in teaching and learning in the under or post graduate learning and teaching in medicine or a closely related discipline</td>
<td>✓</td>
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<tr>
<td>Experience of teaching undergraduate medical and/or healthcare students</td>
<td></td>
<td>✓</td>
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<tr>
<th>Skills / Abilities / Attributes</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Ability to communicate with clarity and enthusiasm</td>
<td>✓</td>
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<td>Ability to tutor students effectively and give clear and constructive feedback</td>
<td>✓</td>
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<td>Ability to work accurately and to tight deadlines. Organising and deploying time effectively</td>
<td>✓</td>
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<td>A commitment to contributing fully and flexibly to the full range of activities required</td>
<td>✓</td>
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*Criterion to be assessed via:
A = application form or CV/cover letter
I = interview questions
T = test or presentation at interview