

## RESOURCING/

### JOB DESCRIPTION:

## KMMS Teaching Fellow in GP and Community Education (Associate Lecturer)



<b>Ref Number:</b>	<b>KMMS-226-24-R</b>
<b>Salary Scale:</b>	<b>Grade 7: £37,386 - £41,931 pro rata per annum</b>
<b>Contract:</b>	<b>Fixed term for 24 months and part time, up to 0.6FTE</b>
<b>Location:</b>	<b>Canterbury, Kent and Medway</b>
<b>Responsible to:</b>	<b>Lead for GP and Community Education or their nominee</b>
<b>Anticipated Start Date:</b>	<b>August 2024</b>

### The role

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

Teaching takes place on set days of the week within the KMMS timetable. Working days are indicated in the job advert, and availability will be discussed with candidates at interview and offer stage.

### Main duties and responsibilities

#### 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 and across a range of modules or subject areas related to GP and Community Education.
- 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.
- 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.

### **Communication and teamwork**

- Liaise closely with primary care educators to support consistent delivery of the teaching material in the Primary Care placements.
- 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.
- Contribute to KMMS's annual multi-station mini interviews (MMIs) as part of the student admission cycle.

### **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.
- Participate in regular meetings with their named supervisor or area lead.

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.

## 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
- Conflict resolution

## Person specification

The Person Specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Please be aware that your application will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in your cover letter which back-up any assertions you make in relation to each criterion.

Qualifications / Training	Essential	Desirable	Assessed via*
A registered healthcare professional with experience of working in Primary Care	✓		A
A post-graduate teaching qualification (e.g. Grad Cert) or Membership or Fellowship of the HEA or AoME or equivalent		✓	A

Experience / Knowledge	Essential	Desirable	Assessed via*
Advanced knowledge of the relevant subject area to effectively deliver teaching within the BM BS programme	✓		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
Experience of teaching undergraduate medical and/or healthcare students		✓	A, I

Skills / Abilities / Attributes	Essential	Desirable	Assessed via*
Ability to communicate with clarity and enthusiasm	✓		I, T
Ability to tutor students effectively and give clear and constructive feedback	✓		I
Ability to work accurately and to tight deadlines, organising and deploying time effectively	✓		I

A commitment to contributing fully and flexibly to the full range of activities required	✓		I
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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**