

Job Description

Education Fellow (Primary Care)

Salary:	Grade 7
Contract:	Part time, ongoing
School/Department:	Kent and Medway Medical School
Location:	Canterbury Campus
Responsible to:	Lead for GP and Community Education, or their nominee



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 are 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 and its commitment to equality and diversity.

Job purpose

KMMS Education Fellows contribute to the development and delivery of our undergraduate BM BS programme in a variety of settings related to Primary Care, including assessment, clinical skills (including communications skills and simulation), group tutorials, team-based learning and large group lectures. Education Fellows will also be expected to contribute to multi-station mini-interviews (MMIs), assessment work such as question writing, marking, standard setting and OSCE examination. Education Fellows are also expected to actively input on course development, programme evaluation and curriculum changes as is needed.

Primary Care teaching takes place on set days of the week within the KMMS timetable – these are principally undertaken on Mondays and Wednesdays.

Key accountabilities

- Undertake teaching activities of both undergraduate and postgraduate students in areas related to Primary Care, including providing support for student learning.
- Collaborate with colleagues in the school on course development, delivery and assessment, taking on appropriate administrative responsibilities.
- Support the quality assurance of teaching activities and other curriculum management aspects.

Key duties

The principal duties and responsibilities of the successful candidate will include:

- Participate in the delivery of small and medium size group (workshops and seminars) and full cohort (lectures) including preparation, coordination and administration of teaching sessions.
- Deliver workshop and practical based teaching relating to Primary Care, including physical examination, communication and procedural skills.
- Liaise closely with Primary Care educators to support consistent delivery of the teaching material in the Primary Care placements.
- Provide effective feedback and debriefing to students relating to Primary Care.
- Contribute to the creation, development and evaluation of course material for student-centred learning.
- Ensure that the content, methods of delivery and learning materials will meet the defined student learning objectives.
- Prepare student and staff learning support materials.
- Reflect on own practice and the development of own teaching, learning and assessment skills.
- Plan and manage own 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

- Use academic support skills to assist students in their learning and refer students as appropriate to services providing further help.
- Collaborate with academic and professional colleagues on course development and curriculum changes.
- Attend and contribute to subject group meetings and 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.
- Contribute to OSCE examinations through examining and logistical activities.

Continuous professional development

- Possess sufficient breadth and/or depth of clinical knowledge in the discipline and develop skills in 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.

Internal & external relationships

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

External: Professional bodies, Primary Care placement supervisors and prospective students and their families, potential enterprise partners.

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
- 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

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 and/or diploma (I)
- A registered healthcare professional with experience of working in Primary Care (A, I)
- Advanced knowledge of the relevant subject area to effectively deliver teaching within the Primary Care area of the BM BS programme (A, I)
- Experience and understanding of how Primary Care is delivered within the NHS (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)
- Accuracy and attention to detail (I)
- 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)
- Clear evidence of organisational, administrative and IT skills (i.e. Microsoft Office) (A,I)
- A commitment to contributing fully and flexibly to the full range of activities required (I)
- Firm commitment to achieving the University's vision and values, with a passion for a transformative student experience (I)
- Commitment to deliver equality, diversity and inclusivity in the day-to-day work of the role (I)

Desirable Criteria:

- A post-graduate teaching qualification (e.g. Grad Cert) or Membership or Fellowship of the HEA or AoME or equivalent (A)
- Experience of teaching undergraduate medical and/or healthcare students (A, I)

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