

Job Description

Senior Lecturer and Head of Assessment

Salary:	Grade 9 (NHS pay scales available for candidates within current and continued clinical practice)
Contract:	Part time and ongoing
School/Department:	Kent and Medway Medical School (KMMS)
Location:	Canterbury Campuses
Responsible to:	Dean of KMMS or nominee
Responsible for:	Assessment leads and fellows

**KENT AND
MEDWAY
MEDICAL
SCHOOL**



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

The post holder will be responsible for leading the design delivery and governance of assessment across KMMS programmes, ensuring assessments are valid, fair inclusive and aligned with GMC and university requirements. The Head of Assessment will be a key driver of continuous improvement and innovation in the area of assessment, including the use of digital tools and psychometric analysis.

The role will involve working on the campus sites of both the partner universities in Canterbury and Medway. The successful candidate will be a member of both Kent University, as well as Canterbury Christ Church University and will be able to access the professional and personal services of either institution.

Additional Information:

- This post is available for a minimum of 0.6 FTE
- Where applicable, any clinical practice will normally be undertaken with an NHS organisation in Kent and Medway. Matters relating to honorary clinical contracts, accreditation and on-going clinical practice will be discussed on an individual basis with the successful candidate.
- The role requires occasional travel between Canterbury and Medway campuses.
- The post holder will be supported to gain a teaching qualification (if not already held).

Key accountabilities

- Deliver and contribute to the design of high-quality demand-driven, and student-centred taught programmes.

- Lead on all aspects of the assessment strategy and the academic and administrative processes across curricula, including student assessment and governance relationships with Local Education Providers and GP Tutors, ensuring they meet all current and future quality, governance and regulatory requirements of all relevant bodies.
- Take responsibility for the production of an Assessment Annual Report and evaluation of the process, with an emphasis on continual improvement of the programme and develop the academic support strategy to assist students in reaching their academic potential.
- Undertake additional leadership roles within the School as determined with the line manager.
- Take part in the enterprise activities of the School and undertake administrative duties assigned by the Dean or their nominee.

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.

1. Teaching and Learning

- Deliver high quality teaching and supervision in a variety of settings, developing critical thinking and clinical reasoning skills in students.
- Produce the annual Assessment Report and drive continuous improvement.
- Practice, develop and evaluate strategies to develop assessment delivery and practice in a variety of settings.
- As a senior lecturer with oversight of academic support, identify learning needs of medical students, coordinate academic support for students at risk.
- Lead analysis of assessment data to improve fairness, validity, and outcomes.
- Develop systems for student feedback and enhance the assessment experience.
- Develop own teaching materials, methods and approaches.
- Supervise the work of students, provide advice on study skills and help them with learning problems.
- Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.

2. Strategic development of KMMS Programmes

- Lead the KMMS Assessment Strategy and oversee implementation across programmes.
- Lead the effective management and implementation of systems and processes for the KMMS assessment system.
- Support quality audits and accreditation visits (e.g., GMC).
- Lead development of all aspects of undergraduate medical assessment including e-portfolios, digital assessment tools, and innovative models.
- Ensure that assessment design and delivery comply with the University quality standard and regulations and take responsibility for the quality of assessment.
- Oversee blueprinting, question banks, and standard-setting processes.
- Support staff with assessment design and delivery, ensuring students receive clear guidance and timely feedback.
- Ensure assessments are accurately mapped and constructively aligned to the appropriate curriculum.
- Lead the analysis of data relating to student assessment across all programmes to lead the determination of the Educational Performance Measure, Classification of Final Exit Award and other required psychometric data that will enhance the assessment system.
- Provide technical assessment information for the KMMS prospectus and other promotional materials.
- Lead and manage the assessor training

- Liaise with the Senior Academic staff about fitness to practice concerns arising out of KMMS assessment results.
- Support ongoing engagement with external examiners for all programmes.

3. School Management Team

- Contribute as a key player to the School's management team in its planning, implementation, monitoring and review of strategic and operational plans, liaising with other colleagues as appropriate, taking the Lead for Assessment.
- Chair or delegate leadership of assessment-related committees and boards.
- Contribute to curriculum development and assessment-related scholarship.
- Support programme validation events and Periodic Subject Reviews.
- Attend relevant meetings concerned with undergraduate management and development including visits from the General Medical Council and other internal or external bodies.
- Contribute significantly to the school's teaching strategy and to subject level TEF submission.
- Draft proposals, guidelines and reports for meetings, as appropriate.

3. University and NHS representation and liaison

- Develop close academic links with the UK Medical Education Database (UKMED).
- Engage with national networks (e.g., Medical Schools Council – Assessment Alliance) and represent KMMS at local, regional and national meetings relevant to medical education with internal and external bodies and develop leadership in this domain.
- Participate in and develop external networks, for example to contribute to student recruitment, outreach work, income generation, consultancy projects and building external relationships for future activities

You must handle personal and other electronic and manual data in accordance with the Data Protection Act 1998, the Deanery Data Protection Policy and the IT Acceptable Use Policy. Data will be stored and handled confidentially and securely, utilised for only agreed purposes and be subject to the access rights of individuals.

Internal & external relationships

- Internal:** This post requires close working relationships with all academic and professional service staff within KMMS. Awareness of the impact of the medical school within the two partner universities is necessary and therefore this post requires good working relationships with staff and colleagues across both partner Universities
- External:** Directors of (Undergraduate) Medical Education at regional centres, Trusts, LEPs and placement providers. External bodies such as Medical Schools Council, GMC, Academy of Medical Educators, Higher Education Academy, Health Education England, UK Foundation Programme Office. The Lead for Assessment will be the named representative for KMMS at the Medical Schools' Council – Assessment Alliance

Health, safety & wellbeing considerations

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

- 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)
- Conflict resolution

- Pressure to meet important deadlines such as might be inherent in high profile projects
- Ability to occasionally travel in a timely and efficient manner between campuses

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 primary degree or equivalent in a subject related to the undergraduate medical programme at KMMS (A)
- Academic credibility with a track record of excellence in teaching (A, I)
- Senior-level leadership of assessment in healthcare/medical education (A, I)
- Excellence in teaching and curriculum delivery (A, I)
- Understanding of GMC requirements of assessment for a primary medical qualification (A, I)
- Ability to analyse and interpret psychometric data (A, I, T)
- Strong IT, organisational, and administrative skills (A)
- Excellent interpersonal and communication skills (I)
- Adaptable, resilient, and collaborative (I)
- Firm commitment to achieving the University's and KMMS' vision and values, with a passion for a transformative student experience and multidisciplinary, impactful research (I)
- Commitment to deliver equality, diversity and inclusivity in the day-to-day work of the role (I)

Desirable Criteria:

- Full registration with the GMC, with a current licence to practise or equivalent in another healthcare profession (A)
- Current entry on the GMC Specialist/General Practice Register with a Certificate of Completion of training (CCT) or equivalent (A)
- In current clinical practice and commitment to remain in clinical practice for the duration of the KMMS contract (A)
- Fellowship/Membership of an appropriate Royal College (A)
- A doctorate (PhD/MD) or equivalent experience (A)
- A post graduate teaching qualification* (e.g. Grad Cert) or Membership or Fellowship of the HEA or AoME or equivalent (A)
- Experience of national/international assessment initiatives (A, I)
- Knowledge of student selection, admissions and widening participation (A, I)

**If the successful applicant is not in possession of a post graduate teaching qualification (e.g. Grad Cert) or Membership or Fellowship of the HEA or AoME or equivalent, they will be supported in obtaining this.*

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

Additional Criteria for Senior Lecturer appointment:

For the Senior Lecturer post, applicants must demonstrate a higher standard of achievement in either excellence in practice/activity or leadership within and/or beyond the discipline and their University and how their achievements have been recognised in impact and recognition.

At Senior Lecturer level, the post holder will also be expected to undertake a major leadership role within the School.