

## Job Description

# Deputy Dean & Director of Education

### Education, Scholarship & Professional Practice

**KENT AND  
MEDWAY  
MEDICAL  
SCHOOL**



<b>Salary:</b>	Grade 9 (Salary benchmarked to the NHS pay scale appropriate to the successful candidate's clinical discipline and level in clinical practice)
<b>Contract:</b>	Part time (0.8 FTE) and ongoing
<b>School/Department:</b>	Kent and Medway Medical School (KMMS)
<b>Location:</b>	Canterbury Campuses
<b>Responsible to:</b>	Dean of KMMS

### Kent and Medway Medical School

KMMS is a joint venture between the University of Kent and Canterbury Christ Church University. The medical school 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, assessment and supporting students and staff should be performed in a manner in keeping with the School's core values.

### Job purpose

We are seeking an experienced academic leader to serve as Deputy Dean & Director of Education. Following successful accreditation, the School is now in a phase of consolidation and continuous quality improvement. The postholder will provide overall academic leadership for the school's programmes, ensuring the delivery of high-quality, integrated curricula and an outstanding student experience.

The Deputy Dean & Director of Education will support the Dean to develop and deliver on the School's strategic priorities in relation to Student Success and Scholarly Research. They will support the development, deployment and delivery of the School's strategy and business plan and oversee curriculum development, assessment strategy, quality assurance, and student progression. They will work in a matrix structure alongside the Deputy Dean for Student Affairs and Academic Staffing, Heads of Departments, Year Leaders, Module Leads and professional services colleagues across both partner universities and NHS clinical partners, to ensure excellence in teaching and clinical placements.

The role requires strong collaborative leadership across organisational boundaries, coordinating with NHS placement providers across Kent and Medway, working within the governance structures of both universities, and engaging with external regulatory and professional bodies. The postholder will drive continuous improvement in a complex, multi-stakeholder environment.

### Additional Information:

- The post holder's clinical sessions will normally be undertaken under the auspices of 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 job holder will be required to participate in annual appraisal within KMMS (as well as within their NHS clinical employer if applicable).

### Key accountabilities

- Lead education and student experience activity across the School. Champion an outstanding, inclusive student experience by monitoring satisfaction and progression metrics, responding to regulatory feedback, and fostering a learning environment in which all students can thrive.
- Oversee and manage governance, regulatory, and quality assurance frameworks of both partner universities and NHS clinical partners, ensuring coherent academic leadership within a complex matrix structure.
- Oversee curriculum development and Assessment Strategy.
- Provide inspirational leadership to academic and clinical teaching staff, develop productive relationships with NHS placement providers and national bodies, and represent KMMS authoritatively at local, regional, and national level.
- Using experience of clinical practice, deliver and contribute to the design of high-quality, demand-driven, and student-centred taught programmes as a member of the teaching team.

### 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

- Support the Dean in leading programme and module approval, ensuring it continues to satisfy GMC requirements, supporting KMMS in attaining a competitive position within the UK.
- Drawing on experience of current clinical practice, develop and manage a sustainable academic portfolio for full and part-time programmes in the School in accordance with School plans. Ensuring that the development of curricula within the School is consistent with the Universities' requirements, recruitment and retention strategies and frameworks for taught programmes.
- Ensure the student experience is the best it can be with properly developed School plans for all aspects of UG/PG student experience, attending to relevant data and league tables throughout the year and preparing strategies, plans and short reports as required to deliver success.
- Participate in student recruitment and assessment activities across all programmes as required.

#### 2. Strategic Management

- Work within a matrix leadership structure, collaborating closely with the Deputy Dean for Student Affairs and Academic Staffing to ensure coherent academic and pastoral leadership.
- Participate in the work of KMMS boards, committees and sub-committees as directed by the Dean.
- Operate effectively across the governance and quality assurance frameworks of both the University of Kent and Canterbury Christ Church University, navigating differences in regulation, process, and culture.
- Using experience of current clinical practice, ensure effective coordination and support for internal and external academic quality audits and reviews, including those associated with professional, statutory and regulatory bodies and other accrediting organisations, with particular regard to the GMC School accreditation process.

- As a senior clinical peer, contribute to the School's learning and teaching strategy and to subject level TEF submission.
- As a senior clinical peer, lead extensive liaison with NHS placement providers across Kent and Medway, working with Directors of Medical Education, clinical tutors, and Trust leadership to maintain and develop placement quality.
- Coordinate with Health Education England (Kent, Surrey and Sussex), UKFPO, Medical Schools Council, and other external bodies on programme-related matters.
- Lead the production of the Programme Annual Report and contribute to the Medical School Annual Return (MSAR) for the GMC.
- Provide inspirational leadership and work alongside the Deputy Dean for Student Affairs and Academic Staffing to ensure a positive staff experience and effective management.
- Undertake line management duties and support joint educational and NHS clinical appraisal for KMMS colleagues with NHS clinical roles.
- Support the professional development strategy for university and NHS teaching staff delivering the curriculum and help shape an environment where colleagues at all levels can learn, develop, and contribute effectively.

### 3. Administration

- Deputise for the Dean as appropriate, including at Medical Schools Council and MSC Education Committee.
- Be a member of the KMMS Senior Executive Team.
- Support the Academic Lead for Assessment and work with KMMS staff to ensure all module and exam boards are constituted appropriately and to ensure external examiners are appropriately identified and trained.
- Pro-actively contribute to administration, recruitment activities and to the collegial work environment, ensuring all administrative duties are carried out in an effective, efficient, and timely manner.

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:** Dean, Deputy Dean for Student Affairs and Academic Staffing, Year Leaders, module leads, KMMS academic and professional services staff, Quality and Governance team, and relevant departments across both the University of Kent and Canterbury Christ Church University.

**External:** Directors of Medical Education at partner NHS Trusts, placement providers, Medical Schools Council, GMC, Department of Health and Social Care/ NHSE WTE/ HEE, QAA, Office for Students, UKFPO, Advance HE, and Academy of Medical Educators.

## Health, safety & wellbeing considerations

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

- Regular use of Screen Display Equipment
- 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:**

#### **Professional/Clinical Expertise**

- A primary medical qualification and full GMC registration with a current licence to practise (A)
- Fellowship or Membership of an appropriate Royal College (A)
- Current entry on the Specialist Register or GP Register, having achieved CCT or equivalent (A)
- In current clinical practice within the NHS, with commitment to remain in practice for the duration of the contract (A)
- Proven, significant experience in senior leadership within undergraduate medical education (A, I)
- Expertise in curriculum and assessment design, implementation, and evaluation (A, I)
- Recent experience and sound understanding of quality assurance and enhancement in undergraduate healthcare education (A, I, T)
- Ability to exercise discretion and tact and maintain confidentiality (I, T)
- Demonstrated ability to work collaboratively across organisational boundaries, including experience of matrix working or multi-institutional partnerships (I, T)
- Strong understanding of current educational, regulatory, and NHS contexts (I, T)

#### **Academic/Scholarly Practice**

- A postgraduate teaching qualification (e.g. Grad Cert) or Fellowship of HEA, AoME or equivalent, or willingness to obtain\* (A)
- Exceptional leadership and interpersonal skills, with the ability to articulate a compelling vision and bring colleagues, students, and partners into its delivery (I, T)
- Academic credibility with a track record of excellence in teaching, with experience of teaching undergraduate or postgraduate students in a clinical or academic setting (A, I)
- Adaptable to change and resilient under pressure (I, T)
- Ability to manage conflicting priorities and work in partnership across different institutions and stakeholders (I, T)
- A firm commitment to fostering a working and learning environment that is respectful, inclusive and values diversity, including diversity of thought, and which enables staff and students from a wide range of backgrounds to thrive (I)

### **Desirable Criteria:**

- A research or professional doctoral degree (PhD or MD) or equivalent experience (A)
- Experience of faculty development design, delivery, and evaluation (A, I, T)
- Experience of working within a joint venture or multi-institutional academic partnership (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:**

This post is at Senior Lecturer level, therefore 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.