

Job Description

Education Fellow (Assessment)

Salary:	Grade 7
Contract:	Part time (0.4FTE), ongoing
School/Department:	Kent and Medway Medical School
Location:	Canterbury Campus
Responsible to:	Lead for Assessment, or their nominee

**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.

Job purpose

KMMS Education 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, and large group lectures, in the areas of assessment, anatomy and clinical skills, including communications skills and simulation. 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.

We are looking for an education fellow to join the assessment team to focus on the main summative written assessment, the Applied Knowledge Tests (AKT). This role centres on producing high-quality single-best answer questions (and short-answer questions, where applicable), covering both clinical and medical science topics, throughout the programme. All UK medical students take the national medical licencing assessment (MLA) in final year, so it is imperative that our assessments adequately prepare our students for the MLA and subsequent clinical practice.

Since assessment fellows mainly support the QA of assessments (limited student facing role), there may be flexibility in the working days. This is arranged with your line manager.

Key accountabilities

- Undertake teaching activities of both undergraduate and postgraduate students, 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 assessment materials and processes.

Key duties

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

- Support the quality assurance processes of the Applied Knowledge Test (AKT) assessments to support the production of the AKT exams across the programme.
- Support the quality assurance processes of the Objective Structured Clinical Examination (OSCE) assessments to support the production of the OSCE exams across the programme.
- Liaise closely with line managers, educators and lecturers to deliver AKTs and OSCEs.
- Contribute to the preparation, set-up, administration, marking and quality assurance of assessments.
- 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.
- Contribute to the creation, development and evaluation of assessment materials.
- Ensure that the assessment materials will meet the defined student learning objectives.
- 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.

Communication and teamwork

- Use academic support skills to assist students in their learning and refer students as appropriate to services providing further help.
- Support feedback provision to students in the context of various assessment activities.
- 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 and Canterbury Christ Church University students and staff (academic and professional services)

External: Professional bodies, 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:

- 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:

- A Medical/Healthcare degree and/or diploma (I)
- Demonstration of recent clinical experience within the NHS (A, I)
- A demonstrable interest in teaching and learning or assessment 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)
- 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 post-graduate teaching qualification (e.g. Grad Cert) or Membership or Fellowship of the HEA or AoME or equivalent (A)
- Advanced knowledge of the relevant subject area to effectively deliver teaching within the BM BS programme (A)
- Experience of teaching undergraduate medical and/or healthcare students (A, I)

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