Post Title: Teaching Fellow (assessment) in Medical Education
School/department: Brighton and Sussex Medical School
Hours: full time
Contract: Fixed term 12 months until April 2022
Reference: 5079
Salary: HEKSS trainees at ST3 and above
Placed on: 15 December 2020
Closing date: 18 January 2021. Applications must be received by midnight of the closing date.

The post will be supervised by Dr Clare Castledine, Director of Assessment, BSMS.

This position focuses on supporting assessment development and delivery in the medical undergraduate curriculum.

A key responsibility of this position is to lead the development of new work place based assessments during phases 2 and 3 of the course. The post holder will also develop new OSCE and knowledge test resources for both medicine and PA courses and will support OSCE resource development within the School. The post holder will be exposed to the full cycle of assessments within BSMS, contributing to paper setting, standard setting and exam quality assurance review. The post holder will continue to deliver the successful pilot study of the use of Teaching Fellows within consultant ward rounds. This involves teaching in small group parallel teaching sessions within the ward round of the relevant clinical speciality. The post holder will contribute to admissions, our postgraduate clinical MSc programmes and our Physicians Associate Programme dependant on their specialty. We would expect that this post holder will lead a Student Selected Component within the undergraduate curriculum. It is hoped that the post holder will undertake medical education research either focusing on a novel project or collaborating with existing projects in the group.

We would offer the opportunity of completing three funded, postgraduate modules or equivalent towards you PG education as part of this role.

For full details and how to apply see:

www.sussex.ac.uk/jobs                www.brighton.ac.uk/jobs                www.bsms.ac.uk

We are committed to equality of opportunity.

The Universities of Brighton and Sussex are committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in science, mathematics, medicine and engineering at the universities.
2. Senior leadership and management

The Vice-Chancellor (Professor Adam Tickell) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group which includes the three Pro-Vice-Chancellors, the Chief Operating Officer, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Chief Operating Officer heads the Professional Services of the University. In addition, under the University Statutes, the Chief Operating Officer is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Chief Operating Officer, and the Librarian reports to one of the Pro-Vice-Chancellors.

3. Brighton and Sussex Medical School and partners

**Brighton and Sussex Medical School** is an equal partnership between the Universities of Sussex and Brighton together with NHS organisations throughout the South East region. Find out more at: bsms.ac.uk/about

**The University of Sussex** is a leading research-intensive university near Brighton, currently ranked top 20 in all major league tables. Find out more: http://www.sussex.ac.uk/about/

**The University of Brighton** is a complex and diverse institution with a long and distinguished history of applied research. Find out more: brighton.ac.uk/about-us/

**Brighton and Sussex University Hospitals Trust** is the regional teaching hospital working across two sites: the Royal Sussex County Hospital in Brighton and the Princess Royal Hospital in Haywards Heath. Find out more: bsuuh.nhs.uk/about-us/

**Sussex Partnership NHS Foundation Trust** specialises in working with people who are experiencing mental health difficulties and those with learning disabilities, across Sussex, Kent and Hampshire. Find out more: sussexpartnership.nhs.uk/about-us
4. Job Description

Job Description for the post of: Teaching Fellow (assessment) in Medical Education

Department: Brighton and Sussex Medical School

Section / Unit / School: Department of Medical Education
Location Southpoint Offices, Paston Place

Responsible to: Director of Undergraduate Assessment

Responsible for: N/A

PRINCIPAL ACCOUNTABILITIES

1. To design and deliver high-quality assessment instruments that are fair, authentic and reliable.

2. To contribute fully to the School and University by playing a significant role in working groups, committees, and other School and University activities.

KEY RESPONSIBILITIES

1. Teaching & Student Support

1.1 Engage in the planning, delivery and assessment of innovative high-quality undergraduate and postgraduate teaching, in liaison with the relevant programme and course convenors.

1.2 Identify, design, develop and manage new assessment proposals that are attractive to students.

1.3 Develop high-quality inclusive teaching materials, methods and approaches, take responsibility for their quality, and ensure that they meet defined learning objectives.

1.4 Ensure that teaching materials remain up-to-date and relevant, incorporating advances in the subject area into the course of study, and utilising appropriate technology.

1.5 Set, mark, and assess coursework and examinations; select appropriate assessment instruments and assessment criteria, and provide constructive and comprehensive feedback to students.

1.6 Undertake continuous professional development to maintain an understanding of appropriate pedagogy in the subject area.
1.7 Supervise the work of undergraduate and taught postgraduate students, providing advice on study skills.

1.8 Contribute to the accreditation of courses and quality-control processes.

1.9 Undertake and complete administrative duties required in the professional delivery of teaching.

1.10 Undertake academic advising duties, and provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.

1.11 Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.

1.12 Supervise student projects, fieldtrips and, where appropriate, placements.

1.13 Supervise the work of others, and co-ordinate work to ensure modules are delivered to the required standards.

2. Scholarship & Enterprise

2.1 Actively build internal and external contacts and networks in order to, for example, secure student placements, and build relationships for future activities.

2.2 Contribute to a relevant national professional body or recognised pedagogic events.

2.3 Continually update knowledge and understanding in field or specialism, and engage in continuous professional development.

3. Contribution to School & University

3.1 Attend and contribute to School meetings.

3.2 Responsible for administrative duties such as admissions days, time-tableing, examinations, assessment of progress and student attendance, as directed by the Head of School.

3.3 Undertake an administrative or organisational role within the School e.g. Library Representative, Year Tutor or personal academic tutoring.

3.4 Assist with undergraduate and postgraduate recruitment.

3.5 Play a key role in School or University working groups or committees, as required.

3.6 Advise and provide support to less experienced colleagues.

3.7 Conduct risk assessments, and take responsibility for the health and safety of others, if required.

3.8 Undertake additional administrative duties, as required by the Head of School.
4. Role-specific duties

This post has been developed in collaboration with HEKSS.

- Post-holder will be expected to teach in a developing capacity.

- Post-holder will be expected to develop the design, management and delivery of an innovative Work Place Based assessment strategy within years 3-5 of the course complementing and enhancing the existing assessment strategy.

- Post holder will develop new OSCE and knowledge test resources for both medicine and PA courses and will support OSCE resource development within the School.

- Post holder will continue to deliver the successful pilot study of the use of Teaching Fellows within consultant ward rounds. This involves teaching in small group parallel teaching sessions within the ward round of the relevant clinical presentations.

- Post holder will contribute to admissions, our postgraduate clinical MSc programmes and our Physicians Associate Programme dependant on their specialty.

- We would expect that this post holder will lead a Student Selected Component within the undergraduate curriculum.

- Post holder will contribute to standard setting and the quality assurance of assessment instruments.

- It is hoped that the post holder will undertake medical education research either focusing on a novel project or collaborating with existing projects in the group.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- A record of development of new courses/groups of courses, or significant components of schemes of study or CPD courses.

- Proven and sustained track record of successful teaching at the levels appropriate for the post.

- A high standard of teaching performance as judged by standard evaluation methods.
- Evidence of using feedback information from a range of sources to improve the student experience of assessment.

- Evidence of using knowledge arising from scholarship to enhance assessment and teaching development.

- Evidence of engagement in advising students and proactively responding to student problems.

- Evidence of contributions to a relevant national professional body or recognised event.

- Evidence of identifying and employing current pedagogic best practice to improve the student experience.
5. **Person Specification**

**ESSENTIAL CRITERIA**

1. Normally educated to doctoral level, or other equivalent qualification, or appropriate level of experience, as appropriate to the discipline (see role-specific criteria below).

2. Excellent interpersonal skills, with the ability to engage with students using a variety of different methods.

3. Experience of teaching at undergraduate and taught postgraduate level, or experience of equivalent professional training.

4. Excellent presentation skills, with the ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.

5. Ability to work individually on own initiative and without close supervision, and as part of a team.


7. Excellent organisational and administrative skills.

8. Ability to prioritise and meet deadlines.

9. A willingness to participate in support activities beyond normal classroom duties.

10. Excellent IT skills, with the ability to produce high-quality learning support materials.

**ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. HEKSS higher trainee at ST3 level or above

2. Registered with the GMC

3. Primary medical degree

4. Medically qualified doctor in training with appropriate level of experience, as appropriate to the discipline ST3 and above.

5. Understanding of UK undergraduate education

6. Portfolio use for professional development

**DESIRABLE CRITERIA**

1. Experience of successful assessment design or re-design.

2. A recognised higher education teaching qualification.

3. Membership of professional body, if appropriate.
The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in science and engineering at Sussex.