



OPPORTUNITY

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gets real.



Reference: 0052-25

Grade: 8

Salary: £40,497 - £45,413 per annum, pro rata, depending on experience

Contract Type: Permanent

Basis: Part-time (up to 0.6FTE)

Job description

Job Purpose:

This post will support the delivery and development of excellent, evidence-informed medical education, to meet the standards set by the General Medical Council in 'Promoting Excellence' and the Quality Assurance Agency.

The focus of the post will be on Phase 2/Year 4 of the MBChB with occasional contributions to Phase 1 or to other Aston Medical School (AMS) programmes.

Responsibilities

Teaching

- ▶ Supports the Phase 2 Lead with a focus on Year 4, managing student queries, communications, and coordinating with the School and Local Education Provider Leads as needed.
- ▶ Delivers Phase 2 teaching (AMS Academy Days), contributes to assessments, personal tutoring, quality management, and supports Clinical Teaching Fellows (CTFs).
- ▶ Guides the Years 3 and 5 CTFs supporting them in aspects of their work, especially in the absence of the relevant Year Leads.
- ▶ Develops and plans University teaching in Years 3-5 under guidance from the Year Leads, and with support from the Clinical Teaching Fellows (CTFs), Year Leads (Ys), Phase 2 Lead and Clinical Specialty Leads.
- ▶ Delivers lectures (depending on areas of expertise) and facilitates small group tutorials (often using Team Based Learning) which will be designed to help students integrate and apply their multi-disciplinary learning, in an engaging, enjoyable and effective format.
- ▶ Tackles issues impacting on the quality of delivery, and balances competing pressures to ensure teaching sessions are well organised, pedagogically sound and making good use of resources.
- ▶ Supports and develops students' group working skills, providing some immediate pastoral support and referring on as appropriate.
- ▶ Contributes to teaching clinical skills and practical procedures through workshops and simulation sessions in the simulated Ward, or Acute Care Simulation Room, depending on expertise; including active participation in interprofessional education initiatives.
- ▶ Contributes to developing and implementing (online) curriculum resources as required.
- ▶ Contributes to the development of electives and assistantships as required.
- ▶ Contributes to quality management processes and curriculum development to continuously enhance the programme, particularly in Phase 2. Leads enhancement projects including evaluation of innovations, with approval of Phase 2 Executive or the School Board of Studies.
- ▶ Designs, creates and marks formative and summative assessments across Phase 2, including examination papers, Objective Structured Clinical Examinations (OSCEs), reports and essays, and Multiple Mini Interviews (MMIs) for admissions, and provides constructive feedback.
- ▶ Contributes to the quality management processes for assessment such as standard setting, and review of questions.
- ▶ Takes on the role of a Personal Tutor for a small group of students.
- ▶ Invigilates assessments and end of year examinations as required.
- ▶ Provides academic support and advice to medical school students.
- ▶ Undertakes academic administration relevant to the needs of the post.

Research/Scholarship

- ▶ Contributes to scholarship/research in medical education in collaboration with colleagues.
- ▶ Fosters interdisciplinary networks and engages in transfer of knowledge and scholarship, taking opportunities to present own research across the University, nationally and internationally, and to publish in internationally renowned journals.

Additional responsibilities

- ▶ Engages in continuous personal and professional development in line with the demands of the role, including undertaking relevant training activities to develop themselves and support the development of others e.g. peer observation of teaching.
- ▶ Develops networks within the University, nationally and internationally to develop scholarship and influence decisions.
- ▶ Ensures and promotes the personal health, safety and wellbeing of staff and students.
- ▶ Carries out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promotes equality of opportunity and supports diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.
- ▶ Reports to the Director of Medical Education/Phase 2 Lead as the designated line manager.
- ▶ Participates in activities such as supporting student societies, depending on expertise, and contributes to University Open Days.

Person specification

	Essential	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> ▶ Relevant Honours degree (1st or 2:1 or equivalent) and Master's Degree or MBChB or (equivalent). ▶ Degree subjects highly relevant to education of Years 3-5 MBChB students such as, clinical sciences, communication and consultation skills, ethics, evidence-based practice, epidemiology, data science, etc. ▶ Postgraduate Certificate in Teaching & Learning in Higher Education, or equivalent qualification such as Fellowship of Advance Higher Education (FHEA). ▶ An undertaking to pursue approved part-time study for qualifications such as a Postgraduate Certificate or FHEA. 	Application form
Experience	<ul style="list-style-type: none"> ▶ Teaching experience of at least one of the following subjects relevant to Years 3-5 MBChB, such as clinical sciences, communication and consultation skills, ethics, evidence-based practice, epidemiology, data science, etc. ▶ Experience of delivering high quality, evidence-informed teaching to healthcare students, within a higher education, hospital, or primary care environment. ▶ Experience of using interactive approaches, especially with small groups. ▶ Experience of planning, developing and implementing new teaching and evaluating standard and innovative sessions. ▶ Experience of assessment in the context of higher education. 	Application form, interview, and presentation

	Essential	Method of assessment
Aptitude and skills	<ul style="list-style-type: none"> ▶ Able to take initiative, work flexibly to meet deadlines within tight time schedules and solve problems. ▶ Highly developed interpersonal skills, demonstrating empathy as a collaborative and supportive team member, with an ability to motivate colleagues and students and form effective and positive teams and inter-team working. ▶ Competence in IT and internet usage appropriate for an academic environment and e-learning. ▶ Excellent communication and presentation skills, with the ability to train less experienced colleagues in education matters and to communicate complex ideas through a variety of media including written proposals and reports. 	Application form, Interview, and presentation
Training and development	<ul style="list-style-type: none"> ▶ A willingness to undertake personal professional development as required by the University and peer review of teaching, respond constructively to feedback, undertake further training as appropriate and adopt new procedures as required. ▶ A willingness to undertake a Postgraduate Certificate/Diploma in Teaching and Learning in Higher Education, or equivalent qualification such as Fellowship of the Higher Education Academy, if not already obtained. ▶ Willingness to contribute to innovation, scholarship and research and pursue further approved part-time study for qualifications such as Certificate, Diploma, Masters (MEd). 	Application form, Interview, and presentation
Other	<ul style="list-style-type: none"> ▶ A commitment to University Citizenship, to further the good standing of Aston University, and to observe all the University's policies including the Equal Opportunities Policy. 	Application form, Interview, and presentation

	Essential	Method of assessment
	<ul style="list-style-type: none"> ▶ Successful clinical candidates are required to have clearance to work with vulnerable adults from the DBS (The Disclosure and Barring Service). 	

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> ▶ GMC registration with a License to Practise in UK. ▶ Knowledge and understanding of the NHS in the UK. ▶ Diploma/Master's in Higher Education. ▶ MD/PhD in relevant subject. 	Application form
Experience	<ul style="list-style-type: none"> ▶ Using a range of teaching methods from lectures to interactive e-learning. ▶ Designing and delivering assessment, ideally within an undergraduate medical programme. ▶ Evidence of scholarship and publishing in (medical/clinical) education. ▶ Clinical experience. ▶ Teaching practical clinical skills such as Basic Life Support and clinical practical procedures. ▶ Experience of teaching medical students. 	Application form, interview and presentation

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours

				
Innovation	Collaboration	Ambition	Inclusion	Integrity
We strive for excellence within ourselves and others, providing solutions to new and existing challenges.	We work best when we are collaborative, working together to contribute to the Aston community.	We strive together for improvement and innovation looking ahead to see the bigger picture.	We treat everyone in our community equally and how they would like to be treated.	We are open, honest and fair. We take ownership of the way we work and how we treat each other.

How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form, then please contact the Recruitment Team via recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Janet Drury

Job Title: PA to Dean of Medical Education

Email: j.m.drury@aston.ac.uk

Tel: 0121 204 4585

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy.

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: [Benefits and Rewards | Aston University](#)

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Non-UK/Irish nationals will require a visa or immigration permission that allows them to work in the UK.

The most common work visas are the [Skilled Worker](#), [Global Talent](#) and [Graduate](#) immigration routes. You can find more information about these visa categories on our [web page for candidates](#). The [UKVI website](#) provides further detail about different work visas and the eligibility criteria for each.

Academic Technology Approval Scheme (ATAS):

If you will conduct research in your role and you apply for a Skilled Worker or Temporary Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

Before you start and Right to Work

90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

Equal Opportunities

Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

Aston University
Birmingham
B4 7ET, UK.
+44 (0)121 204 3000

www.aston.ac.uk