

Job Profile

Job Description

Job Details	
Job Title:	Teaching Fellow (Trauma Sciences)
School/Dept/Institute:	SMD, Blizard Institute, Centre for Neuroscience, Surgery and Trauma
Reports to:	Programme Director, Trauma Sciences (Prof SI Brundage)
Grade:	5 Full Time
Appointment period:	3 years
Current Location:	Onsite Whitechapel

Job Context

The Blizard Institute, Queen Mary University of London, is the largest institute of Barts and The London School of Medicine and Dentistry and delivers excellence in research, teaching and clinical service. The research of the Institute is based on focused medical science, clinical and translational programmes targeted to select areas of clinical excellence in partner NHS organisations, in particular Barts Health NHS Trust. Queen Mary University of London (QMUL) is one of 24 leading UK universities represented by the Russell Group, committed to achieving the very best research, an outstanding teaching and learning experience, excellent graduate employability and strong links with business and the public sector. In the Research Excellence Framework (REF 2014), Barts and The London School of Medicine and Dentistry ranked 6th in the UK for research in a multi-faculty environment. Medical education (MBBS) at Barts and The London ranked 1st in London for student satisfaction in the 2018 National Student Survey and ranked nationally 2nd for medicine and 3rd for dentistry in the 2017 Guardian University Guide. In addition to teaching on these as well as other biomedical courses at QMUL, faculty of the Blizard Institute lead a range of highly successful undergraduate and postgraduate programmes.

The Centre for Neuroscience, Surgery and Trauma comprises clinicians and scientists performing research and education in areas including general trauma and neurotrauma, neurodegeneration, neuroimmunology and neurogastroenterology.

The Blizard Institute wish to consolidate their highly successful teaching delivery in Trauma Sciences by adding the role of Teaching Fellow to the programme team for the distance learning MSc programmes in Trauma Sciences, Trauma Sciences Military and Humanitarian, and Orthopaedic Trauma Sciences. The primary purpose of the role is to assist the programme directors and administrator in day-to-day decision making for the MSc programmes, whilst also helping to support, coordinate and/or undertake educational activities such as assessment design, marking, programme development and student supervision. Education and research interests of any potential appointees will be encouraged and supported, in line with broader development of programme content.

Job Purpose

The aim of this post is to work under the supervision of the Course Directors and in collaboration with the C4TS Operations Manager, Blizard Education Manager and MSc programmes administrator in all aspects of teaching planning and delivery for students studying for the Trauma Sciences programme awards. The post would be expected to contribute to the delivery of high-quality teaching by providing day to day, onsite input into all elements of programme delivery, including providing academic decision making on behalf of the programme director as appropriate. This will include:

Job Purpose

- Teaching and/or quality assessment of teaching material and methods
- Monitoring the assessment of student achievements
- Managing the processes surrounding student and faculty support e.g. feedback
- Supporting MSc staff – whether substantive, honorary or contractually paid
- Contributing to the original design and / or redesign of modules and their assessment
- Leading on relevant administrative tasks and events relevant to the module or programme

Main Duties & Responsibilities

1. Contribute to the design and preparation of teaching and assessment materials for designated modules (including new content creation for proposed additional Year 2 material on “Professionalism and Publishing” and “Posters, PowerPoint and Presentations”)
2. Organise, undertake or support teaching for the MSc programmes in Trauma Sciences as agreed with the Programme Director. This may include one or more of:
 - a. providing lectures, classes, seminars, and one-to-one supervision in a variety of combinations; and/or
 - b. coordinating Adobe Connect / Online Sessions; and/or
 - c. coordinating the filming, audio-visual needs and rooms required to acquire new and updated content for the MSc programmes in Trauma Sciences.
3. Where appropriate, mark examinations and coursework; facilitate moderation; and attend external examiners’ meetings
4. Monitor students’ overall progression and attendance at onsite and online events to ensure participation, and provide feedback to students to enable them to assess their own performance and suggest learning objectives that will enable the student develop in the subject.
5. Where appropriate and applicable, negotiate and support student module and project choices and help ensure that students are provided with the most appropriate supervisor available.
6. Ensure all modules leads, personal tutors, academic advisers and markers are aware of expected Institute/QMUL quality standards, and support these staff in adhering to the QMUL quality standards.
7. Identify areas where current processes, provisions and course materials are in need of revision or improvement and feed this into the programme review process.
8. Work with the programme administrator to coordinate external examination arrangements and examination board preparation and follow-up.
9. Coordinate MSc Trauma Sciences graduating student prizes, and alumni events in collaboration with the Programme Directors, Education Administrator and the QMUL Alumni Network as required.

Main Duties & Responsibilities

10. Maintain a database of student / alumni dissertation projects, presentations and publications.
11. Maintain a database of potential scholarship support for interested applicants and students.
12. Develop, contribute to and maintain the accreditation of programmes (e.g., Royal College of Surgeons of England; Royal Australasian College of Surgeons; Association for Medical Education in Europe (AMEE), etc.) and quality control processes, as appropriate.
13. Attend MSc and Centre for Trauma Sciences meetings as required as well other relevant QMUL meetings and boards, as agreed with the Programme Director.
14. Coordinate and attend the bi-annual one-day MSc Faculty Retreats (Autumn and Spring).
15. Liaise regularly with the programme director, programme administrator and associated teaching staff to ensure smooth running of the Trauma Sciences MSc programmes, and address any issues in a timely manner.
16. Where appropriate, participate in and develop external networks, QMUL and MSc alumni events, and recruitment and advertising at designated professional conferences to enhance the work of the MSc programmes in Trauma Sciences.
17. Comply with relevant QMUL policies and regulations regarding financial matters, harassment, equal opportunities, public interest disclosure, health and safety, intellectual property, data protection or any other rules, regulations or codes binding on the member of staff.
18. Participate in appraisal and career development activities related to the role, as appropriate. A commitment to continuing professional development is required.
19. Complete administrative tasks such as administering programme evaluation questionnaires; devising, collating and evaluating feedback from faculty, alumni and students; completing student progress reports; monitoring student attendance in classes; and actioning any resulting changes as required.
20. Attend, as appropriate, courses and seminars offered by QMUL in connection with professional development in teaching and research, including relevant induction courses.

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Requirements	Essential / Desirable
Qualifications	
Postgraduate degree <i>and/or</i> relevant professional qualification <i>and/or</i> equivalent professional experience, ideally in the area of programme delivery.	E
Knowledge, Skills and Experience	
Experience of undergraduate or postgraduate teaching appropriate to the level of appointment or professional experience in a relevant discipline to that being taught	E
Knowledge of subject to post-graduate level	D
Experience in the design/delivery online learning	D
Ability to work independently and to show initiative	E
Ability to prioritise and balance competing demands and complex workloads	E
Responsive to feedback	E
Ability to present specialist material in a logical, coherent and interesting manner, both to students and to fellow specialists	E
Excellent written and oral communication skills	E
Good presentation skills	E
Good IT skills	E
Understanding of equal opportunities issues as they may impact on academic content and student need	E
Awareness of the risks in the work environment and the potential impact on colleagues and students, necessitating in some circumstances, the need to conduct risk assessments.	E
Flexible and co-operative approach to colleagues	E
Demonstrable ability to cope under pressure of teaching, administration, competing deadlines	E

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.