

Candidate Information

Position:	Teaching Associate (Anatomical Sciences)
School/Department:	School of Medicine, Dentistry and Biomedical Sciences
Reference:	18/106887
Closing Date:	Wednesday 14 November 2018
Salary:	£33,199 - £39,610 per annum (potential to progress to £43,266 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Tuesday 4 December 2018

JOB PURPOSE:

To teach the Anatomical Sciences (anatomy, histology, embryology) to undergraduate and postgraduate students of the Faculty of Medicine, Health & Life Sciences; to contribute to related administrative and outreach activity.

MAIN ACTIVITIES/RESPONSIBILITIES:

The following describes the type of work that is typically required of teaching staff at this level. It is not expected that anyone carries out all the activities mentioned below and some carry out additional duties.

1. Teaching

- Deliver a range of teaching activities in human anatomy and related histology and embryology including lectures, practical classes and tutorials within the undergraduate and postgraduate programmes of the Faculty of Medicine, Health & Life Sciences.
- Contribute to the assessment of students' work by setting and marking examinations and coursework using relevant criteria.
- Seek ways of improving student performance by reflecting on teaching design and delivery and obtaining and analysing student feedback.
- Supervise practical work where it is part of the course and advise students on techniques.
- Plan and develop independent teaching contributions and contribute to the design or revision of course units; contribute to curriculum development.
- Develop own teaching materials.

2. Administration/Contribution to Community

- Contribute to the School's outreach and marketing strategy including contributing to Open Days and other course promotional events.
- Mentor students within own area to ensure, as far as practicable, that relevant issues are dealt with in a timely, sympathetic and effective manner.
- Carry out designated administrative duties, including for example, participation in committee work; assisting with module/course administration; employability activities.
- Ensure that appropriate records associated with teaching are processed and archived.
- Contribute appropriately to the Teaching Quality Assurance activity of the Centre.

PLANNING AND ORGANISING:

- Plan and manage teaching contributions as agreed with Centre Director or Head of School.
- Co-ordinate with others (such as module coordinators, support staff or academic colleagues) to ensure efficient delivery of student needs and expectations.
- Contribute to the on-going development of modules and teaching.
- Plan for use of teaching resources including laboratories and tutorials where appropriate.

RESOURCE MANAGEMENT RESPONSIBILITIES

- Share the responsibility, with Centre Director and Chief Technician of ensuring practical classes/tutorials have adequate resources in terms of equipment, consumables and demonstrators.

- Mentor students especially in relation to their practical class activity and the acquisition of practical skills.

INTERNAL AND EXTERNAL RELATIONSHIPS:

- Membership of the School Board and Centre Board and relevant Examination Boards and such committees relevant to their administrative duties (e.g. Module/Pathway Review).
- Collaborate with other staff within Faculty, School and Centre as appropriate forming links and networks.
- Support the School's outreach programme by contributing to Open Days and other promotional events.

ESSENTIAL CRITERIA

- A primary degree in anatomy, biomedical science, human biology or closely related subject
- Significant knowledge of Human Anatomy, Histology and Embryology
- Experience in human cadaveric dissection
- Evidence of teaching the human anatomical sciences to students in Higher (University) Education.
- Proven ability to create effective teaching material in Higher Education.
- Experience of setting and judging student assessments in Higher Education.
- Evidence of contribution to education-related administrative processes.
- Ability to work efficiently and effectively within a given resource.
- Experience of contributing to university outreach/community events.
- Evidence of engagement in continuous professional development.
- Ability to communicate complex information effectively to students.
- Demonstrable intellectual ability.
- Ability to build effective working relationships with University staff at all levels.
- Demonstrable ability to be an effective team member.
- Willingness to work irregular hours as reasonably required

DESIRABLE CRITERIA

- Completed Postgraduate Qualification in Higher Education Training or HEA membership.
- A higher degree (PhD/Masters) completed or about to be completed in a relevant area.
- Significant experience of use of digital/virtual microscope slide systems.
- Evidence of good teaching evaluations.
- Evidence of contribution to the enhancement of quality teaching.
- Experience of student mentorship.
- Familiarity of a broad range of assessment methodologies.
- Familiarity with the use of digital/online learning.
- Experience of educational quality assurance mechanisms.