

Candidate Information

Position: Dental Instructor
School/Department: School of Medicine, Dentistry and Biomedical Sciences
Reference: 21/108752
Closing Date: Monday 19 April 2021
Salary: £41,526 to £51,034 per annum

JOB PURPOSE:

Management of the Clinical Techniques Laboratory. Dental Instructor will be responsible for ensuring that all equipment and teaching material is functioning properly and is ready to use for clinical techniques teaching and other simulation sessions in the Clinical Techniques Laboratories and clinics.

The Dental Instructor will also contribute to teaching and assessment of core dental skills in the undergraduate BDS programme within the various dental specialties.

MAJOR DUTIES:

1. Manage all aspects of the Clinical Techniques Laboratory, including timetabling, preparation of teaching material for classes, implementing budgeting processes including procurement of materials, equipment and consumables, maintenance of technical equipment and responsibility for health and safety.
2. Contribute to the teaching and assessment of core dental skills across the undergraduate curriculum in the various dental specialties including Orthodontics, Paediatric Dentistry, Oral Surgery and Restorative Dentistry.
3. Produce teaching materials (including for online learning) and visual aids to support the relevant teaching programmes.
4. Contribute to and provide practical support for assessments in the undergraduate curriculum, including the Finals Clinical Reasoning Examination and OSCE examinations.
5. Contribute to the implementation and management of the Centre's iPad LiftUpp system for student assessment.
6. Contribute to pastoral support in the Centre.
7. Responsible for ensuring good laboratory practice, supporting compliance with relevant legislation including accident reporting and stock control.
8. To undertake any other reasonable duties, within the general remit of the post and the competence of the post-holder, in accordance with the changing needs and demands of a dynamic environment.

Planning and Organising:

1. Implement all on-going teaching and administrative objectives through the annual Personal Development Review.
2. Plan, organise and manage laboratory teaching facilities within the Centre for Dentistry.
3. Contribute to teaching and delivery of modern assessments.
4. Set learning outcomes for practical sessions, tutorials and seminars.

Resource Management Responsibilities:

1. Manage the teaching facilities and administrative responsibilities of the Clinical Techniques Laboratory within the Centre's management structure.
2. Manage resources within budget requirements to provide materials and equipment to successfully deliver simulation & laboratory-based courses.

Internal and External Relationships:

1. Collaborate with internal colleagues on teaching and administrative matters.
2. Participate in Centre and School committees, specifically relating to education

ESSENTIAL CRITERIA:

1. Registered as a Dental Care Professional or Dentist with the UK General Dental Council or equivalent.
2. Minimum of five years experience as a Dentist or Dental Care Professional.
3. Substantial experience teaching/training Dentists or Dental Care Professionals at Undergraduate or Postgraduate level.
4. Demonstrates the ability to train and supervise staff, students and laboratory users in use of equipment and techniques.
5. Good presentation skills.
6. Well-developed communication and interpersonal skills, with the ability to communicate complex information effectively.
7. The ability to organise workload and prioritise competing demands.
8. Enthusiasm for teaching undergraduate students.
9. Ability to work collaboratively and effectively as part of a multi professional team.
10. Resilience when under pressure and 'can do' attitude;
11. Ability to use initiative and judgement to resolve daily problems.
12. Flexible, willing to adapt to new tasks and duties.
13. Commitment for working collaboratively to advance the teaching priorities of the Centre and School.

DESIRABLE CRITERIA:

1. Recognised relevant teaching qualification.
2. Postgraduate qualification in a related area.
3. Experience managing/supervising staff.
4. Experience of management of activities in a Clinical setting.
5. Evidence of experience in managing budgets.
6. Experience of maintaining stock control procedures and ordering of supplies.
7. Experience of working with information technology and software including Word, Excel, PowerPoint, audio-visual resources and equipment, and mobile devices.