**INSTITUTE OF HEALTH SCIENCES EDUCATION**

**CENTRE FOR MEDICAL EDUCATION**

**Deputy Head of Student Selected Components and Electives**

**(Part-time internal role attracting 0.25 fte Swarm Tariff)**

Applications are invited from internal candidates for the role of Deputy Head of Student Selected components (SSCs) for years 3, 4 and 5.

Year 3, 4 & 5 SSC Deputy head (0.2 fte)

Electives (SSC5B) Deputy head (0.05 fte)

The Centre for Medical Education is responsible for the development and provision of teaching, learning and assessment for undergraduate medical students in each year of the undergraduate curriculum. Within the Centre, the Academic Unit for MBBS Programme Management is responsible for delivery of the undergraduate SSC curriculum on both the traditional MBBS 5-year course and the 4-year Graduate Entry Programme.

The appointee will be responsible for the day-to-day delivery of the Student Selected Components programme (including electives) working closely with the Head of Student Selected Components, Senior Tutor for SSCs in Malta, Centre for Medical Education Lead, and other staff delivering the SSC programme. Under the current MBBS regulations, SSCs form Paper E of the diet of exams and assessment in each year of the MBBS course and currently constitutes approximately 20% of the overall MBBS course. Further details of the role and person specification are found below. The role-holder will be supported and encouraged to undertake further training in healthcare/medical education, if required.

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| **Role Purpose**  |

* To manage the day-to-day delivery of the Student Selected Components (SSC) programme within the MBBS programmes in London and Malta.
* To contribute to the delivery of high-quality teaching and research in a manner that demonstrates significant intellectual leadership, alongside a sustained contribution in teaching on and administration of the SSC programme.
* To contribute to the organisation, delivery and assessment of teaching of undergraduate and graduate students in the School.

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| **Main Responsibilities**  |

**Specific duties**

1. To oversee the day-to-day delivery of the SSC programme in both MBBS curricula and for all years of study. This will be achieved through:
	1. Regular contact and meetings with administrative staff
	2. Liaison with staff (School, trust and outside partners) delivering the SSC programme
	3. Liaison with the student body, including delivering SSC introductory talks and updates to each year group, and responding to student queries about the SSC programme.
	4. Construction of the SSC handbooks
2. To supervise the allocation of SSCs to students
	1. Monitoring the balance of SSCs provided and the spread of student choices
	2. Assessing and approving new SSCs offered by the school and partner organisations
	3. Assessing and approving self-organised SSC and elective applications
3. To oversee the assessment of SSCs
	1. Monitoring the marking process and to ensure appropriate QA standards are met
	2. Identifying and managing failing students
	3. Arranging for assignments for students required to have remediation
	4. Monitoring plagiarism
	5. Working with the Head of SSCs to liaise with all stakeholders: including external examiners, year heads and partner trust Associate Deans.
4. To assist the Head of SSCs in the co-ordination of responses to outside bodies for QA or information (including GMC, MSC).
5. To attend the weekly SSC team meetings and monthly SSC Working Group, coordinating activity across London and Malta.
6. To attend meetings and exam boards where the Head of SSCs is unable to attend.
7. The post-holder(s) will be expected to play a significant role in the design, delivery and assessment of undergraduate and postgraduate curricula in accordance with the Institute’s Teaching and Learning objectives.

**Administration:**

1. To attend meetings as required, as well as those of other relevant Institute/School/University committees/boards, as agreed with the Head of SSCs/Centre Lead/DoI.
2. To carry out such Centre, School or College administrative tasks as may be required by the Head of SSCs/Centre Lead/DoI.

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| **Working Relationships & Contacts**  |

* Staff within IHSE or centre:
* Liaise with academic colleagues within the IHSE and QMUL, Malta over teaching, orally and in writing, in order to ensure efficient, successful and reflective course delivery. Weekly, daily or as required.
* Liaise with, instruct and support undergraduate students and colleagues who contribute to departmental teaching programmes through written communication, formal and informal oral discussions and appraisal. Weekly, daily or as required.
* Staff outside the team or research centre:
* Liaise with, request support and advice from and exchange information with administrative departments in the School/College in order to support effective teaching (the Student Office over student matters)
* Liaise with colleagues in other Institutes, Faculties, the NHS and other organisations who already, or who may, provide SSC modules for the undergraduate MBBS programmes.
* Student Staff Liaison Committee, Teaching and Learning Committee, Learning Disabilities Support Group.
* Students:
* Support, teach, advise and facilitate the learning of students in formal teaching sessions (e.g. lectures, seminars, PBL tutorials, one-to-one supervision) to help them achieve their best potential. Oral instruction, discussion, advice and response, written notes, questions, comments and feedback in a variety of media (paper, email, web) on a daily basis in term time and to a more limited extent out of term time. Capacity to act as personal mentor to students.
* External Contacts:
* External Quality Assurance agencies
* National and international academic colleagues within discipline
* Research Councils, charities, industrial sponsors of research
* Journal editors and collaborators
* External committees and boards
* Consultancies

**Dimensions**

* No direct line management responsibilities.

**Person Specification**

The role-holder(s) will:

* Have satisfied the academic criteria for award of academic title of Lecturer/Senior Lecturer/Reader.
* Have a qualification or relevant experience in medical education.
* Have an understanding of ‘Outcome for Graduates’ and its successor documents and the implications for undergraduate medical education.
* Be willing and able to teach courses at undergraduate levels appropriate for students of medicine and dentistry.
* Have experience of examining at undergraduate level and examine as necessary.
* Be willing and able to play a significant leading role in the intellectual life of the Centre, Institute, School of Medicine and Dentistry and the University.
* Have demonstrated an ability to provide leadership to, as well as to work co-operatively with, colleagues.
* Be aware and have an understanding of developments in higher education, including the requirements for research assessment and teaching quality exercises.

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Year 3, 4 & 5 SSC Deputy head (0.2 fte)

Electives Deputy head (0.05 fte)

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**Candidates need to obtain the agreement of their Institute Director before applying.**

**Informal enquiries can be made to Dr Nimesh Patel, Head of the SSC programme (Tel: 020 7882 8180; email:****n.s.patel@qmul.ac.uk****).**

**Applications consisting of a 1 page statement outlining their interest and suitability for such a role, accompanied by a concise CV, should be emailed to** **a.coracini@qmul.ac.uk**

**The closing date is Friday 10th February 2023 and interviews will be held soon after.**