



School of Health and Medical Sciences
City St George's, University of London
Institute of Medical and Biomedical Allied Education
Problem Based Learning (PBL) Tutor
Ref: 421-25-R
JOB DESCRIPTION

Post Title	Problem Based Learning (PBL) Tutor
Grade	6
Contract type	Fixed Term (3 years); 0.15 FTE
Responsible to	Small Group Clinical Case Tutorials Lead
Accountable to	MBBS Senior Leadership Team ² , Head of Centre for Clinical Education, and ultimately to the Director of the Institute of Medical and Biomedical Education
Responsible for	Facilitating MBBS PBL tutorials
Liaises with	Small Group Clinical Case Tutorials Lead, Module leads, MBBS Programme Administrative team

Overall purpose of job

The role of the PBL Tutor is to facilitate Problem Based Learning tutorials in accordance with the relevant tutor notes and overarching SGUL PBL philosophy. This will be achieved in consultation with, and with the support of the Small Group Clinical Case Tutorials Lead and the MBBS program administration team.

The postholder will engage with appropriate training including Canvas and Curriculum MS training and use the relevant VLE tools in line with university and students' expectations to make sure that the material for the block is current and accessible.

The MBBS Programme at St George's currently admits approximately 280 students annually. This includes typically 184 MBBS5 students (5 years, largely school leaver stream,



including 19 of whom are international, but also including up to 30% graduates) and 70 MBBS4 students (graduate entry 4-year course). The bulk of the content in the clinical science years (MBBS 5 years 1-2 and MBBS4 Year 1) is on basic clinical sciences, though all also include some early clinical experience, including clinical and communication skills training in preparation for students then merging for the remaining 3 clinical practice years of the curriculum (T-F), when they are also joined by ~25 students who have completed the Biomedical Sciences BSc and enter at T year.

Further information about our curriculum and approach to learning and teaching is available in our curriculum brochure on the website <https://www.sgul.ac.uk/study/documents/MBBS-curriculum-brochure.pdf>.

Main Duties and Responsibilities

PBL sessions are 3-hours long and constitute a core educational activity for MBBS4 students Year 1 (Monday and Thursday mornings) or MBBS Year T (Monday afternoon and Friday morning). Normally tutors commit to deliver both sessions for a given cohort in each week. Academic year starts in September and ends in June (Year 1) or mid-August and ends in April (T Year). All tutors are required to undertake relevant training and briefings to ensure consistency of teaching and compliance with mandatory training for university staff. The Small Group Clinical Case Tutorial Lead will allocate the appointee either to MBBS4 Year 1 or T Year depending on the current need.

Further information about our curriculum and approach to learning and teaching is available in our curriculum brochure [on the website](#)

Indicative and Specific Responsibilities

1. Contribute to teaching and learning by facilitating PBL tutorials.
2. Ensure that quality and best practice continues to influence the PBL curriculum by setting an example of professional standards.
3. Maintain accurate and current records of attendance for students.
4. Support student learning, providing accurate and timely feedback to students where required.
5. Grade students in the becoming a doctor domain at the end of each PBL block according to institutional guidelines.
6. Attend PBL team meetings and training sessions according to specified contractual hours.
7. Maintain a commitment to continuing professional development by undertaking further training where appropriate.
8. Participate in and contribute to the general administration and safe running of the Institute.
9. Adhere to St George's policies and procedures, and ensure that students and visitors do likewise.

It is advisable for PBL tutors working at City St George's, University of London will be involved in our mentoring and tutoring activities, as appropriate, as well as supporting admissions, student recruitment and access and widening participation activities (MMI interviews, Open Days, school visits, clearing etc) where applicable. All academic staff are expected to act as a personal tutor.



You are also expected to undertake other activities appropriate to your grade as directed by your manager. This job description reflects the present requirements of the post. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder from time to time. City St George's, University of London aims to provide opportunities for all its employees to develop the skills required to be successful in their role and to further develop their careers.

St George's School of Health & Medical Sciences, University of London, is committed to the San Francisco Declaration on Research Assessment (DORA) principles.

Special Factors

Annual leave should not be taken during term-time.

Attributes and skills desirable for this role:

- Educated to a minimum of a degree level
- Experience of large and small group teaching to medical, biomedical, or other health-related course students.
- An awareness of the St George's MBBS Clinical Sciences curriculum, and how this fits within the broader curriculum
- Ability to facilitate effectively in an engaging and inspiring manner
- An enthusiasm to be involved in curricular change and development
- Willingness to engage with the virtual learning environment
- Experience of undergraduate education, and willingness to further develop teaching and educational skills as needed to meet the demands of the role
- Teamworking, networking, delegation and project-planning skills

Key relationships:

- Small Group Clinical Case Tutorials Lead
- Module leads
- MBBS Programme Administrative team
- Director of MBBS Development
- MBBS Course Director and Deputy



Person Specification

Criteria	Description	Essential/ Desirable	How it is to be tested
Qualifications	Medical degree, BSc or BA in an appropriate discipline	E	PQ/AF
	Postgraduate Educational Qualification or equivalent (e.g. Fellow HEA)	D	PQ/AF
Experience	Experience of small group teaching within Higher Education sector	E	SS1 , INT
	Experience of student assessment	D	AF, INT
	Experience of creating course materials and resources	D	AF, INT
Knowledge	Familiarity with the general principles of problem based learning	E	SS2 , INT
	Familiarity with the MBBS curriculum at SGUL and general assessment strategy	E	INT
	Familiarity with basic principles of medical education	D	AF, INT
Skills/abilities	Excellent communication and interpersonal skills	E	AF, INT, ST
	Ability to work in a team and follow agreed teaching strategy	E	SS3 , INT
	Excellent organisational skills	E	INT

	Effective facilitation skills	E	SS4 , ST, INT
	Competent use of Microsoft Office tools, specifically Excel and Word and software skills required for a blended course delivery.	E	ST, INT
Personal Attributes	The ability to work within complex and ambiguous organisational relationships	E	INT
	An interest in medical education and the application of innovations in medical education to practice	E	AF, INT
	Committed to embedding practices which embrace diversity and promote equality of opportunity and developing learning and teaching in line with SGUL Inclusive Education Framework	E	SS5 , INT
	Committed to Continuing Professional Development (CPD) as a medical educator	E	INT
	Flexible, empathetic	E	INT
	Ability to enthuse students and staff	E	INT
	Willingness to work flexibly	E	INT
	Precision and attention to detail	E	INT

Key:

PQ=Prerequisite Qualification, AF=Application Form, CV=Curriculum Vitae,
SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

Note: Elements marked SS (Supporting Statements) in the Person Specification will be highlighted in Step 6 (Supporting Statements) on the online application form. Applicants' answers to Step 6 are an essential part of the selection process. Applicants should write



individual supporting statements to demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.

Applicants should address other elements of the Person Specification in Step 7 (Additional Information). Shortlisting will be based on applicants' responses to Step 6 **and** Step 7. Therefore applicants should complete both sections as fully as possible on the online application form.

Updated July 2025



About City St George's, University of London

City St George's, University of London is the University of business, practice and the professions.

City St George's attracts around 27,000 students from more than 150 countries.

Our academic range is broadly-based with world-leading strengths in business; law; health and medical sciences; mathematics; computer science; engineering; social sciences; and the arts including journalism, dance and music.

In August 2024, City, University of London merged with St George's, University of London creating a powerful multi-faculty institution. The combined university is now one of the largest suppliers of the health workforce in the capital, as well as one of the largest higher education destinations for London students.

City St George's campuses are spread across London in Clerkenwell, Moorgate and Tooting, where we share a clinical environment with a major London teaching hospital.

Our students are at the heart of everything that we do, and we are committed to supporting them to go out and get good jobs.

Our research is impactful, engaged and at the frontier of practice. In the last REF (2021) 86 per cent of City research was rated as 'world-leading' 4* (40%) and 'internationally excellent' 3* (46%). St George's was ranked joint 8th in the country for research impact with 100% of impact cases judged as 'world-leading' or 'internationally excellent'. As City St George's we will seize the opportunity to carry out interdisciplinary research which will have positive impact on the world around us.

Over 175,000 former students in over 170 countries are members of the City St George's Alumni Network.

City St George's is led by Professor Sir Anthony Finkelstein.



School of Health and Medical Sciences currently offers a range of employee benefits:

Salary:	£42,882 pa, (pro-rated for part-time staff). The salary range for Grade 6 is £42,882 – £49,559 and appointment is usually made at the minimum point.
Hours:	5.25 hours per week which can be done flexibly in various ways or part time/job share can also be considered. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area.
Annual leave:	30 days per annum. Plus eight UK public holidays and four days when City St George's, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.
Pension:	<p>Membership of competitive pension schemes with generous employer contribution and a range of extra benefits.</p> <p>Superannuation Arrangements of the University of London (SAUL)</p> <p>London Pension Fund Authority (LPFA)</p> <p>Universities Superannuation Scheme (USS)</p> <p>National Health Services Pension Scheme (NHSPS) (existing members only)</p>
Flexible working	Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work.
Travel	City St George's, University of London offers an interest free season ticket loan and participates in the Cycle to Work Scheme.
Gift Aid	If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.
Sports and Leisure Facilities	<p>Rob Lowe Sports Centre, situated on the St George's Healthcare NHS Trust site offers exercise facilities that can be utilised by City St George's, University of London staff.</p> <p>Within walking distance from St George's is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers staff an all-inclusive corporate membership. For more information please contact Tooting Leisure Centre.</p>



Shops and facilities There are a number of shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library and multi-faith room.

Informal enquiries

Informal enquiries may be made via email to: kzitouni@sgul.ac.uk

Making an application

All applicants are encouraged to apply on line at <http://jobs.sgul.ac.uk> as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact hrhelp@sgul.ac.uk.

Closing date: **22 July 2025**

Interview date TBC. As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference **421-25-R**

We are delighted that you are interested in working at St George's School of Health and Medical Sciences. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.

