



St. George's, University of London

Name of Institute/Department

Job Title

Ref: 110-19

JOB DESCRIPTION

Post Title	Lecturer/Senior Lecturer in Biomedical Sciences
Grade	SGUL 7/8
Responsible to	Section Head, Centre for Biomedical Education, IMBE
Accountable to	Dr Fran Gibson, Head of Centre for Biomedical Education, IMBE
Liaises with	Dr Fran Gibson, BSc/MSci Biomedical Science Programme Director Dr Paris Ataliotis, Intercalated BSc Programme Director UG Science Administration

Overall purpose of job

We are seeking a Lecturer/Senior Lecturer to contribute to the maintenance of academic excellence in teaching, assessment and administration at St George's, on the BSc/MSci Biomedical Science programme.

The post holder will also be expected to contribute to teaching on the programme, delivering broad-based teaching across biomedical sciences. Applicants with expertise in any subject area relevant to biomedical science will be considered.

We are seeking a post holder with a broad-based track record in medical / biomedical / other health-related tertiary courses, and with demonstrable expertise in pedagogy, curriculum development, course design, and teaching materials, and assessment techniques.

The post holder will be expected to support the strategic aims of St George's University of London, especially with respect to innovation and excellence in biomedical education and maximising the quality of the student experience. Although this is predominantly a teaching position, there may be opportunities to pursue active research, with an emphasis on collaboration and external funding.



Main Duties & Responsibilities

1. Teaching

The successful appointee will be required to:

- Contribute to curriculum delivery, planning and design, preparation, management, student support, and quality assurance activities.
- Support student learning in their area of expertise, and curriculum areas for which they hold responsibility, by providing or ensuring the provision of accurate and timely information, and delivering high quality lectures, small-group teaching, laboratory practical classes, self-learning assignments and learning resources.
- Support the module leads, by providing high quality assessment items and marking in the curriculum areas for which they hold responsibility, and taking part in blueprinting, standard setting, item analysis and review.

In addition, the post holder should undertake:

- Development and leadership of a taught module in Year 3 in their area of expertise.
- Research project supervision of Year 3 BSc Biomedical Science/Intercalated BSc/Year 4 MSci Biomedical Science students
- Tutor for Biomedical Science Special Study Projects (SSP)
- Personal tutor for BSc Biomedical Science students.
- Small group tutor for BSc Biomedical Science Year 1 & 2 students
- Admissions and clearing interviewing, attending BSc open days.
- Participation in quality assurance, validation and related processes.

Specialist training can be provided in various aspects of teaching and learning skills, and the post holder will be expected to participate as appropriate. If without a formal teaching qualification, the post holder will be required to complete the in-house Postgraduate Certificate in Healthcare Education.

2. Administration

The post holder will be expected to participate in, and contribute to, the general administration and safe running of the Institute. In particular, the post holder will be expected to:

- Adhere to St George's policies and procedures, and ensure that students, junior staff and visitors do likewise.
- Work with the Head of Institute and the Institute Management Team, to ensure successful implementation of strategic plans.
- Undertake professional development in line with St George's annual workload planning and personal review schemes.



Nature and Scope of Job

The duties and responsibilities should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic and/or operational developments following discussion with the post holder. The post holder will be expected to work to agreed objectives which should facilitate achievement of the key responsibilities.

Applications are welcomed from individuals committed to:

- The delivery of programmes that meet the needs of students, and use multiple and diverse teaching and learning strategies effectively, which permit students to access a full range of resources and comprehensive assessment opportunities.
- 1. The dynamic delivery of programmes including experiential learning activities, development of the expert student, value added programmes.
- 2. Achieving successful outcomes for students that provide a wide range of benefits which result in qualifications, jobs and progression opportunities.
- 3. Innovations in curriculum development, course design or the development of teaching materials.
- 4. Evaluation of the impact of teaching on student learning.
- 5. The use of a range of appropriate learner assessment techniques. Applicants should include evidence of their examination responsibilities.



Person Specification

Criteria	Description	Essential (E) / Desirable (D)	How tested
Qualifications	Doctorate in an appropriate discipline (any area of biomedical science)	E	AF, CV, INT, SS1
Experience	Experience as a tutor in small group teaching situations.	D	AF, CV, INT, ST
	Experience of student assessment.	E	AF, CV, INT, ST, SS2
	Experience of creating course materials and resources.	E	AF, CV, INT, ST, SS3
	Experience of teaching in the area of biomedical sciences to medical, biomedical or other health-related course students.	E	AF, CV, INT, ST, SS4
	Experience of teaching in the area of developmental biology/embryology	D	AF, CV, INT, ST
	Experience of teaching in the area of physiology (respiratory, cardiovascular, endocrinology, kidney & body fluids, alimentary, musculoskeletal, neuroscience, or reproduction).	D	AF, CV, INT, ST
	Experience of supervising UG research projects.	D	AF, CV, INT, ST
	Experience of designing and running laboratory practicals	D	AF, CV, INT, ST
	Formal training in teaching skills for HE	D	AF, CV, INT, ST
	Experience of design / management of course modules in the Higher Education sector.	D	AF, CV, INT, ST
	Experience of design / management of student assessment in the Higher Education sector.	D	AF, CV, INT, ST

Knowledge/ Skills	Biomedical Science for 1 st -3 rd year students	E	AF, CV, INT, ST, SS5
	Good organisational skills and a methodical approach.	E	AF, CV, INT, ST
	Working knowledge of Microsoft Office packages, email and intranet systems	E	AF, CV, INT, ST
	Principles of medical/biomedical education.	D	AF, CV, INT, ST
Personal Attributes	Strong interpersonal skills and an ability to build rapport.	E	AF, CV, INT
		E	AF, CV, INT
	Highly motivated and enthusiastic.	E	AF, CV, INT
	Ability to work on own initiative	E	AF, CV, INT
	Good oral and written communication and interpersonal skills.	E	AF, CV, INT
	Ability to work in a team and collaborate with colleagues.	E	AF, CV, INT
	Ability to enthuse students and staff.	E	AF, CV, INT
	Helpful attitude and an ability to relate / empathise with students and colleagues.	E	AF, CV, INT
	A willingness to take on a wide range of tasks, and to work flexibly.	E	AF, CV, INT

Key:

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.

6. Date: April 2019



About us

Welcome to St George's, University of London, the UK's only university dedicated to medical and health sciences education, training and research. Our distinctiveness is based on our exclusive focus on health sciences and medicine and we strive to bring an innovative and collaborative approach to all we do. We have more than 250 years of excellence and innovation in research and education resulting in ground breaking advances in medicine and healthcare. Our alumni include Edward Jenner, John Hunter, Muriel Powell and Patrick Steptoe.

Our three research institutes, Molecular and Clinical Sciences, Infection and Immunity and Population Health, focus on biomedical and scientific discovery, advancing the prevention and treatment of disease in the fields of population health, heart disease and infection - three of the greatest challenges to global health in the 21st century.

Our Institute of Medical and Biomedical Education is the focus of St George's undergraduate and postgraduate medical and biomedical programmes. It includes academic staff from diverse disciplinary backgrounds and identities who are engaged in teaching and research, and several specialist educational and operational professional services and technical staff who support education and the student experience.

The Faculty of Health, Social Care and Education teaches courses including nursing, midwifery, radiography, paramedic science, physiotherapy and social work [in partnership with Kingston University].

Values define what makes St George's a distinctive community, guiding our behaviours and shaping our culture. In all our interactions, we believe in acting with integrity. We have four core values:

- Commitment - Working effectively and with dedication to perform to the highest standards. Being responsible and accountable for our choices and decisions.
- Openness - Listening, treating each other fairly and honestly. Learning from experience and reflecting on our choices and decisions.
- Respect - Shaping an inclusive environment in which diversity is valued. Communicating openly and transparently.
- Engagement - Participating in life at St George's and, through education and research, empowering our people to contribute to, influence and improve society and communities. Influencing effectively across the sectors in which we operate.

The diversity of the people within our community at St George's is one of our strengths. The university benefits hugely from the range of perspectives that come from the different backgrounds, opinions and beliefs of our staff and students and, in recognising that, we want to put our approach to diversity and inclusion firmly at our core.

More information about St George's, University of London can be found at www.sgul.ac.uk.



St George's currently offers a range of employee benefits including:

Salary:	<p>£43,882 pa, for Grade 7 including London Allowance (pro-rated for part-time staff). The salary range for Grade 7 is £43,822 – £51,767 including London Allowance, but appointment is usually made at the minimum point.</p> <p>Or</p> <p>£53,222 pa, for Grade 8 including London Allowance (pro-rated for part-time staff). The salary range for Grade 8 is £53,222 – £61,179 including London Allowance, but appointment is usually made at the minimum point.</p>
Hours:	<p>35 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.</p>
Annual leave:	<p>32 days per annum Plus eight UK public holidays and three days when St George's is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.</p>
Pension:	<p>Membership of competitive pension schemes with generous employer contribution and a range of extra benefits. Superannuation Arrangements of the University of London (SAUL) Universities Superannuation Scheme (USS) National Health Services Pension Scheme (NHSPS) (existing members only)</p>
Flexible working	<p>Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, and local flexibility in agreeing start and finish times of work are among the extra benefits offered by the University.</p>
Travel	<p>St George's offers staff an interest free season ticket loan and participates in the Cycle to Work Scheme.</p>
Gift Aid	<p>If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.</p>
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 St George's staff.</p> <p>Within walking distance from the University is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers SGUL staff an</p>



all-inclusive corporate membership. For more information please contact [Tooting Leisure Centre](#).

The Rob Lowe Sports Centre situated on the St George's Healthcare NHS Trust site, offers some exercise facilities that staff can utilise. These can be booked via the Students Union.

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: fgibson@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: 31 May 2019

Interview date will be on 18 and 19 June. As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference **110-19**

We are delighted that you are interested in working at St George's, University of London. 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.

