

JOB DESCRIPTION – SENIOR LECTURER/PROGRAMME LEADER - Orthodontics

JOB PURPOSE

The College of Medicine & Dentistry are looking to appoint academic staff/programme lead in the Orthodontics discipline. The primary role will be the provision of clinical and non-clinical teaching and support for the Master of Science (MSc) students in Orthodontics discipline (full-time provision). In addition, you will be expected to take part in a range of clinical and non-clinical postgraduate educational activities.

The post is ideally suited to academic dentists with experience and interest in the education of postgraduate students.

COLLEGE PROFILE

The College of Medicine & Dentistry is the UK's first independent college primarily delivering clinical education, seeking to prepare and enhance healthcare professionals by translating research and learning into evidence-based clinical practice and patient care.

With a state-of-the-art campus and clinic located in the UK's second-largest city, Birmingham, we have established ourselves over the years as a premier dental education provider, having welcomed over 200 UK and international postgraduate and diploma students.

MAIN RESPONSIBILITIES

- Undertake didactic, practical, and clinical teaching to postgraduate students in the College of Medicine and Dentistry as directed by the Dean.
- Engage in the development and delivery of the curriculum and teaching methods and contribute to the learning and teaching strategy of the dentistry programmes.
- Supervise the students in performing clinical procedures in the College Dental clinic as directed by the Clinical Director.
- Undertake student assessment and contribute to the development of assessment methods.
- Provide support to students to enable them to complete their programmes successfully.
- Provide an exemplary ethical standard as a role-model specialist clinician for students at all levels.

Administrative Responsibilities

- You will be required to undertake administrative work in support of the needs of the dentistry programmes, and the wider College. Administrative duties will be determined with the dean but should complement your clinical and teaching work.
- Contribute to the continued development and management of dentistry programmes as appropriate.
- Plan and prioritise your own daily work depending on the nature of the post: for teaching, plan up to one year ahead unless there are significant teaching programme changes or new courses.
- Deal with reactive requests daily, such as those relating to teaching, students and administrative tasks.
- Any other duties, commensurate with the grade of the post.

Additional Responsibilities of a Programme Leader

- To provide operational programme leadership, devising and delegating management responsibilities for Orthodontics full-time programme, as appropriate.
- To supervise academic staff within the programme team.
- To ensure the quality and compliance of curricula, whilst pursuing a policy of enhancement through innovation in learning, teaching and assessment approaches, to include research-engaged learning and teaching as appropriate
- To liaise with central services in relation to admissions, marketing, learning, teaching and assessment.
- To monitor, evaluate and improve the effectiveness of learning, teaching and assessment.
- To monitor compliance with, and completion of, key quality and administrative processes including programme validation and re-validation, self-evaluation, inspection, audit, approval, monitoring and review, preparing documentation and writing reports as appropriate and delegating as necessary.
- To assist in the management of inspections and other external quality assurance processes, to include the preparation of relevant documentation, delegating as necessary.
- With the assistance of administrative support staff, to ensure that accurate course level records are maintained and evaluated to inform improvement planning, delegating as necessary.

Requirements

(E = essential, D = desirable)

Qualifications	<i>Programme lead</i>	<i>Senior lecturer</i>
BDS or relevant equivalent qualification	E	E
Full registration with the GDC (General Dental Council)	E	E
On the relevant GDC specialist list (if applicable)	E	D
Higher Degree or Member of the Faculty of Dental Surgery (MFDS), Fellow in Dental Surgery, Royal College of Surgeons (FDSRCS) or equivalent	E	E
Teaching qualification	E	D
Experience		
Experience in delivering postgraduate and/ or undergraduate teaching	E	E
Appropriate post-qualifying experience	E	E
Substantial broad-based knowledge and understanding of teaching and learning in the HE sector	E	D
Ability to plan, structure, deliver and assess programmes of study for a range of learners.	E	D
Research		
Higher degree by research in a relevant subject (or equivalent experience)	E	D
Publications or evidence of scholarly activity	E	D
Personal skills		

Effective communication skills, both written and verbal	E	E
Good report writing skills	E	E
Skills in delivering presentations	E	E
Student/ client centred; willing to offer help and support, and approachable	E	E
Creative, progressive and forward thinking in solving problems	E	E

ROLE INFORMATION

Location: Birmingham

Responsible to: The College Dean

Salary range: Competitive salary

Status: Full-Time, Part-Time/Job Share and Permanent

Enquiries: Informal enquiries are by email to the PA to the Dean office: g.mathews@comd.org.uk

PROBATIONARY PERIOD

All employees are required to undergo a six-month probationary period, during which suitability for the position is assessed.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of the College's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

Full time: 37.5 hours per week Monday to Friday with possible weekends. Part time and job share are possible.

HOW TO APPLY

To apply, please send your updated CV and a covering letter to jobs@comd.org.uk