



**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Foundation Year Lecturer (Medical School)				
DEPARTMENT	Lincoln Medical School				
LOCATION	Brayford Campus				
JOB NUMBER	COS592	GRADE	7	DATE	October 2021
REPORTS TO	Associate Dean of Medicine				

CONTEXT

This is an incredibly exciting time to join the Lincoln Medical School, a partnership between the University of Nottingham and the University of Lincoln. The University of Lincoln has invested in a new medical school building that was opened in April 2021. You can find out more about our new building and existing facilities at <https://www.lincoln.ac.uk/home/medicalschoo/facilities/>.

We are seeking to appoint a Foundation Year Lecturer (0.5 FTE) to work alongside another Medicine Foundation Year Lecturer and other academic, technical, and professional support staff to deliver our 6-year Medicine with a Foundation Year programme (UCAS course code A18L) to a relatively small cohort of students from Widening Participation backgrounds (approx. 24 students in 2021-22).

JOB PURPOSE

To develop and deliver year 0 of A18L within Lincoln Medical School, as a member of the teaching team.

To develop effective approaches to aiding student transition from year 0 of A18L to year 1 of the Medicine programme, to promote student engagement, achievement, and retention.

To set and mark assignments and examinations in line with programme needs.

To act as a personal tutor to students enrolled on the Medicine programmes.

To contribute to the wider mission of the University.

KEY RESPONSIBILITIES

Teaching and Learning Support

- Set and deliver innovative lectures, workshops and practical sessions to a high standard for year 0 of A18L.
- Advise and contribute on ways to enhance the quality of teaching and enrich the student experience.
- Work with other staff in the School to ensure the Medicine Foundation Year curriculum is relevant and prepares students well for year 1 of the programme.
- Set and engage in teaching activities in a variety of settings, in-line with the needs of programmes.
- Set, supervise and mark assessments and examinations.
- Review the quality of programme delivery, including assessment of students' work and provision of high-quality feedback.
- Provide support to colleagues engaged in the teaching process.
- Completion of registers.

Scholarly Activity and Professional Practice

- Promote and share best practice across the wider School and College and engage in related continuing professional development.
- Reflect on practice and the development of own teaching and learning skills.
- Keeping up to date with knowledge of the subject.

Liaison and Networking

- Liaise with colleagues and students.
- Join appropriate internal networks.
- Attend relevant meetings and committees as appropriate.

Team Working

- Actively participate as a member of a team, contributing to the delivery of topic-specific modules and share best practice.

Student Support

- Provide student support within transition, through subject specific /pastoral support and engagement with the tutorial scheme, using listening, interpersonal, and pastoral care skills.

Other

- Contribute to the wider mission and reputation of the University.
- Engage in appropriate training programmes in the University.
- Actively follow and promote School and University policies.
- Participate in the staff appraisal scheme.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role

The Medicine Foundation Year is delivered through a mix of different session types, including pre-recorded 'mini-lectures', in-person lectures, workshops and laboratory practical sessions, and student group work.

Although the post predominantly supports the delivery of teaching on the Foundation Year, the post-holder is likely to be required to help deliver some sessions to students in year 1 of the programme, including our direct entrants to the 5-year Medicine programme (UCAS code A10L).

Key working relationships/networks

Internal	External
<ul style="list-style-type: none">• Associate Dean of Medicine• Other Medicine Foundation Year academic staff• School/College academic, administrative and technical staff• Library staff• Support Services Staff	<ul style="list-style-type: none">• Medicine Foundation Year staff at the University of Nottingham• Relevant academic and professional groups• Relevant national, regional and international networks• External examiners



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Relevant honours degree or equivalent in a biological, life science or health professional subject	E	A
PhD in relevant discipline OR recognised standing in and contribution to teaching and learning development	D	A
PGCE secondary or HE teaching qualification (HE PGCE or HEA fellowship)	E	A
Experience:		
Science Teaching in any of the following sectors: Higher Education, Further Education or Secondary Education	E	A/I
Foundation level curriculum development	D	A/I
Evidence of development and innovation in teaching and learning methods	E	A/I
Interdisciplinary work relevant to the programmes	D	A/I
Skills and Knowledge:		
Evidence of continuing professional development	D	A/I
Understanding of the Higher Education context in which Foundation Year teaching is provided	D	A/I
Ability to teach and assess across the range of taught levels offered	E	A/P
Ability to support students in their study within a tutorial scheme	E	A/I
Ability to provide constructive feedback to students which improves learning	E	A/I
Excellent written and verbal communication skills	E	A/I
Good organisational and time management skills	E	A/I
Competencies and Personal Attributes:		
Passionate about improving social mobility through widening access to education	E	A/I
Team worker with good interpersonal skills, able to motivate others	E	A/I
Ability to work independently and make sound decisions	E	I
Flexibility and adaptability	E	A/I
Commitment to the subject area and personal development	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	DPM	HRBP	SP
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