

JOB DESCRIPTION

Job Title:	Anatomy Demonstrator
Grade:	Assistant Professor A (Education & Scholarship), Grade 7
School:	Brighton and Sussex Medical School
Location:	Medical Teaching Building, University of Sussex Falmer Campus
Responsible to:	Head of School
Direct reports:	Head of Anatomy or delegated line manager.
Key contacts:	Students, other members of Faculty within the School and University, School Officers, academics in the field in other institutions.
Role description:	Assistant Professor A (Education & Scholarship) is an entry level teaching position. Post-holders will be expected to teach in a developing capacity. Post-holders will be expected to establish an education portfolio (scholarship).

PRINCIPAL ACCOUNTABILITIES

1. To deliver and contribute to the design of high-quality teaching programmes to attract students.
2. To contribute fully to the School and University by participating in meetings, working groups, committees and other School and University activities.

KEY RESPONSIBILITIES

1. Teaching & Student Support

- 1.1 Contribute to the planning, delivery and assessment of high-quality undergraduate and postgraduate teaching, in liaison with the relevant programme and course convenors.
- 1.2 Contribute to the development, design and management of courses and new curriculum proposals that are attractive to students.

- 1.3 Ensure that teaching content, methods of delivery and learning materials will meet the defined learning objectives, including the use of appropriate technology.
- 1.4 Set, mark, and assess examinations; and provide constructive and comprehensive feedback to students.
- 1.5 Ensure that teaching materials remain up-to-date and relevant, incorporating advances in the subject area into the course of study.
- 1.6 Develop and maintain an understanding of appropriate pedagogy in the subject area and respond to challenges.
- 1.7 Supervise the work of undergraduate and taught postgraduate students, providing them with advice on study skills, projects, fieldwork and placements.
- 1.8 Undertake and complete administrative duties required in the professional delivery of teaching.
- 1.9 Undertake academic advising duties, and provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
- 1.10 Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.
- 1.11 Transfer knowledge in the form of practical skills, methods and techniques.
- 1.12 Supervise the work of students, provide advice on study skills and help them with learning problems.

2. Scholarship & Enterprise

- 2.1 Individually or with colleagues, explore opportunities for enterprise activity, third stream income and/or consultancy.
- 2.2 Build internal contacts and participate in internal networks and relevant external networks in order to form relationships and collaborations.
- 2.3 Continually update knowledge and understanding in field or specialism, and engage in continuous professional development.
- 2.4 Translate knowledge of advances in the subject area into the course of study

2.5 Undertake scholarship to inform education to ensure excellent learning experience for students

3. Contribution to School & University

3.1 Attend and contribute to School meetings.

3.2 Engage in activities beyond day-to-day teaching duties, for example Admissions Days.

3.3 Assist with undergraduate and postgraduate recruitment.

3.4 Participate in School or University working groups or committees, as required.

3.5 Undertake additional administrative duties, as required by the Head of School.

4. Role-specific duties

4.1 To undertake regulation activities as designated by the Human Tissue Authority (HTA) and to participate in training to ensure compliance with HTA standards.

4.2 To generate teaching resources and learning materials to support the delivery of teaching, including the production of prosections. to support teaching and assist where necessary in the anatomy facility.

4.3 To assist in the setting and clearing up of the dissection room and seminar rooms before and after teaching sessions.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

1. High quality teaching performance across a range of teaching activities, at different levels (year 1 undergraduate to postgraduate) appropriate to the discipline; as evidenced by surveys, questionnaires and peer review.
2. Evidence of skill in assessment and feedback techniques, and using a range of methods for evaluating the effectiveness of teaching.
3. Delivering a teaching load in line with School expectations.
4. Evidence of applying knowledge arising from scholarship to enhance teaching practice.

5. Evidence of active engagement in advising students and proactively responding to problems experience by students.
6. Completion, within a reasonable period of time, of a recognised higher education teaching qualification
7. Efficient and effective contribution to academic support duties within the School or the University.
8. Initiating, developing or participating in links between the University and external bodies such as business and industry, the professions, community organisations and policy-makers.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Educated to a minimum of MSc level, or other equivalent qualification (e.g., MBBS) or appropriate level of experience, as appropriate to the discipline (see role-specific criteria below).
2. Excellent interpersonal skills, with the ability to engage with students using a variety of teaching methods.
3. Experience of teaching at undergraduate level.
4. Excellent presentation skills, with the ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.
5. Ability to work individually on own initiative and without close supervision, and as part of a team.
6. Ability to exercise a degree of innovation and creative problem-solving.
7. Excellent organisational and administrative skills.
8. Ability to prioritise and meet deadlines.
9. A willingness to participate in student support activities beyond required teaching duties.
10. Excellent IT skills, with the ability to produce high-quality, inclusive learning materials.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Demonstrable sound knowledge and understanding of human anatomy, which can be applied to cadaveric material.
2. Knowledge about the Human Tissue Authority surrounding use of donors in anatomy education

DESIRABLE CRITERIA

1. A recognised higher education teaching qualification.
2. Experience of teaching anatomy, using cadaveric material, at undergraduate and postgraduate levels.
3. Membership of professional body, if appropriate
4. Emerging record of developing an education portfolio with some focus on scholarship
5. Experience of involvement in research (e.g. publications, audits, or ongoing projects)