

JOB DESCRIPTION



Job Title:	Small Group Facilitator
School/Service:	School of Medicine
Grade:	Clinical Academic PayScale
Responsible to:	Academic Lead Clinical Skills
Responsible for:	Facilitation of small group sessions with students

Job Purpose:

To facilitate student learning through the delivery of small group sessions.

Main Duties and Responsibilities:

1. Act as a small group facilitator within the UCLan School of Medicine undergraduate programmes; primarily MBBS and MPAS years 1 and 2
2. Undertake suitable planning and preparation for teaching and student support sessions
3. To provide support and constructive feedback for students as they develop and complete an electronic portfolio
4. To provide feedback to students in teaching sessions and as part of formative assessment
5. To take part in student summative assessment and monitor student progress and provide feedback to other members of the academic team as needed
6. To attend and contribute to relevant meetings when required
7. To undertake academic administration in relation to teaching sessions and related assessment where needed
8. To continue to develop own teaching and develop own teaching materials with assistance and support from other academic colleagues
9. To contribute to the planning of teaching and develop own teaching materials with assistance and support from other academic colleagues
10. To participate in research/knowledge transfer activity within the school as needed
11. To carry out any duties related to the academic life of the Faculty of Clinical and Biomedical Sciences and the School of Medicine when and where possible (such as taking part in student selection activity and supporting outreach activity)

Signed:

Date:

PERSON SPECIFICATION

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Attributes	Essential	Desirable	Measured By
Work Experience	<p>Substantial experience of having worked as a medical practitioner in a clinical setting</p> <p>Experience of student facilitation within small groups</p>	<p>Experience in teaching undergraduates using small group learning</p> <p>Experience of supervision of undergraduate medical students</p> <p>Experience of working in the NHS</p>	Application Form or Interview
Education/Qualifications	Primary medical qualification (MBBS, BMBS, MB, ChB) and full registration with the General Medical Council	A formal teaching qualification or recognition of achievement in education such as fellowship of the higher education academy	Application Form
Skills/ Abilities	<p>Flexible, innovative approach to teaching</p> <p>Excellent presentation and communication skills</p> <p>Knowledge of critical appraisal and feedback methods</p> <p>Ability to use IT and relevant software packages in the support of teaching and learning</p>	<p>Experience in the delivery of teaching and learning activities to undergraduate students</p> <p>Experience of electronic portfolio assessment</p>	Interview
Other	<p>Flexibility with the University's Mission statement</p> <p>An understanding of and demonstrable commitment to the University's Values of Common Sense, Compassion, Teamwork, Attention to Detail, and Trust as a framework for decisions, actions and behaviours.</p>	Commitment to continued professional development	Interview