

Assistant Teaching Professor in Medical Education (0.5 FTE, Permanent)

Institute of Continuing Education

Closing date: 20/12/2024

Job Reference:EA44207



Assistant Teaching Professor in Medical Education

Salary:

£46,485- £58,596 per annum, pro rata

Contract:

Permanent

Location

Maddingley, Cambridge

Faculty /Department:

Institute of Continuing Education

Responsible to:

Associate Teaching Professor

Working Pattern:

Part-time, 0.5 FTE

Purpose of the role

The role holder will work collaboratively to lead the management, development, orchestration, teaching, and ongoing evaluation and improvement of courses in the Institute's Postgraduate Medical Education portfolio.

This is an exciting opportunity to make a major contribution to the advancement of Postgraduate training in Medical Education in a post-pandemic environment.

The role holder will need to work collaboratively with colleagues at ICE and other stakeholders in the University and wider biomedical and healthcare communities to ensure the very highest academic quality and professional standards, commensurate with the University of Cambridge's reputation.

Key responsibilities

- Provide academic oversight and leadership of the Institute's Postgraduate Medical Education portfolio.
- Deliver teaching and provide pedagogical and operational leadership on the Institute's postgraduate courses in Medical Education.
- Work collaboratively with academic and medical colleagues from within, and external to, the University to ensure provision of high quality academic programmes compliant with University and external regulatory frameworks.
- Guide the collaborative development of programme modules, write, and deliver content for individual sessions as part of the overall programme; review course design, pedagogy and assessment at least annually, and determine changes required to the course.
- Work with the Academic Director and Director of Academic Centres to agree strategic changes whilst seeking to actively develop and enhance the Institute's Medical Education portfolio.
- Manage the delivery of practical aspects of the Institute's Postgraduate Medical Education courses through engagement with professional partners and wider academics to ensure their involvement and co-operation in delivering courses.
- Contribute to strategy for engaging with and attracting partners and funding for courses in Medical Education and related areas, including to support the participation of under-represented groups. Recommend new strategic partnerships to the ICE Senior Leadership Team.
- Work collaboratively with the Head of Marketing and communications teams to design and deliver a high-quality marketing strategy for the course portfolio to ensure courses attract a diverse representation of students and professional sponsors.
- Mark and assess coursework, including dissertations, and provide constructive feedback. Participate in examinations, including Examiners' meetings and, where relevant, practical examinations, write and mark examination papers. Provide references for students



Key responsibilities.....continued

- Monitor student progress and take action where needed. Act as formal co-supervisor for students and complete relevant reporting duties.
- Provide advice and individual pastoral and professional support for students.
- Work collaboratively with the Head of Finance to plan annual course budgets, oversee financial position across the various grants and funding sources of the course. Provide guidance on day-to-day spending, allocation of bursaries from different funding sources. Spend on new or continuing modules in consultation with the Course Director, Head of Finance, and the Director of Academic Centres.
- Contribute to the development of other courses run ICE in the Medical Education sphere and related areas as required by the ICE directors, including in the areas of post-registration postgraduate courses and healthcare related apprenticeships.
- Work collaboratively with internal and external stakeholders to ensure provision of high quality, academically rigorous teaching.
- Prepare reports and presentations, on course activities, as requested by committee(s). Feedback to the University, Schools, steering group, or industry partners as required.

Person Specification

Criteria	Essential	Desirable
Education		
A Masters in Medical Education	✓	
PhD in a related area, or equivalent demonstrable experience	✓	
Experience		
Proven academic interest and professional experience in Medical Education.	✓	
Experience of successfully developing and delivering courses/ programmes of study.	✓	
Previous confirmed experience of organisation, management, leadership, communication and programme development.	✓	
Experience in the design and delivery of online, remote, and/or blended learning programmes and/or online events.		✓
Experience creating educational media resources, such as interviews, podcasts, graphics or instructional videos.		✓
Skills		
Workplace autonomy, negotiation and independence	✓	
Excellent interpersonal and communication skills are required to explain concepts and complex information to non - experts, develop and encourage the commitment to learn in others and to present material to a range of audiences.	✓	
Ability to provide pastoral assistance to students.	✓	
Leadership, motivation, personal organisation, team management and negotiation skills in order to carry out the management of external and international elements of this role.	✓	
Demonstrable highly advanced knowledge of teaching of a particular subject involving a critical understanding of relevant theory and/or principles outside of the immediate specialism.	✓	
Additional Requirements		
An enthusiasm and strong commitment to the area of continuing adult education and ICE's core mission.	✓	
Ability to produce work of leading international standard.	✓	
Experience in the areas of post-registration postgraduate courses for medical and healthcare workers and/or healthcare related apprenticeships.		✓
Ability to maintain and develop knowledge in appropriate subject areas by reading other academic material, attending conferences, and maintain professional conversations with other academics in the field.	✓	

The Institute of Continuing Education



The University of Cambridge Institute of Continuing Education (ICE) designs and delivers high-quality, differentiated, academic courses for professional development and personal enrichment to a diverse range of adult learners predominantly studying on a part-time basis. ICE is closely integrated with the University's mission to support learning throughout life, continuing professional development, interactions with business and industry, community engagement and international outreach.

ICE offers around 200 courses a year which include day schools, residential weekend courses, fully online courses, intensive summer programmes for international students, bespoke courses, award bearing sub-degree courses and part-time Master's degree courses (ICE is currently the admitting body for all the University's Master of Studies programmes). There are approximately 7,500 student enrolments per year. ICE's staff of c. 130 FTE consists of academics, administrators and the Hall team. ICE's teaching is further supported by c. 300 part-time panel tutors and examiners.

The Institute's administrative activities primarily take place at Madingley Hall (a residential Grade I listed building), which provides facilities for conferences and events and supplies full 'hotel services' for all users, offering 13 meeting rooms; 62 ensuite bedrooms; Bar and Lounge; 24 hour Reception cover and a quality catering and domestic service; 8 acres of grounds.

The Institute's annual turnover is approximately £8m with reserves of about £5m.

The Institute of Continuing Education is a non-school institution supervised by the General Board.

Terms of Appointment

Tenure and probation

Appointment will be made on a permanent basis. Appointments will be subject to satisfactory completion of a probationary period which will be set dependent on the length of tenure.

Hours of Work and Working Pattern

The hours of work for the positions are Part-time i.e. 18.5 hours per week.

There are no formal conditions relating to hours and times of work but you are expected to work such hours and days as are reasonably necessary for the proper performance of your duties. Your times of work should be agreed between you and your head of institution.

It should be noted that in Continuing Education classes, open days, awards ceremonies etc often take place at the weekends and evenings.

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a hybrid pension scheme. If you are already a member of the NHS Pension scheme, you may be eligible to continue in the scheme and should contact the Pensions section of the University. For further information please visit:

www.pensions.admin.cam.ac.uk/.

Annual leave

Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For new part-time employees, annual leave will be pro rata'd based on days worked.

General information

Pre-employment checks

Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References - offers of appointment will be subject to the receipt of satisfactory references.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment.

Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator, who is responsible for recruitment to this position.

The University

The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of first-class teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



About Us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here:

<http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances At the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/relocation>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>



What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



CAMBens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMBens. CAMBens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay and emergency family care support via My Family Care.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The [Newcomers and Visiting Scholars Group](#) is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Office of Postdoctoral Affairs supports the postdoctoral community within Cambridge. Further details are available here: <https://www.opda.cam.ac.uk/>

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

If you upload any additional documents which have not been requested, we will not be able to consider these as part of your application.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to:

Dr Emma English, Associate Teaching Professor

Email: Emma.English@ice.cam.ac.uk

If you have any queries regarding the application process please contact: hr@ice.cam.ac.uk

The closing date for applications is: 20th December 2024

The interview date for the role is: week commencing 13th January 2025

