



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Teaching Assistant in the Health Professions, Faculty of Medicine and Health



**Salary: Grade 6 (£27,511 - £32,817 p.a. pro rata)**

**Reference: MHLCM1217**

**Closing date: 6 March 2020**

**Part time 60% full time equivalent**

**We are committed to flexible working for all our employees.**

**Interviews will be held on Tuesday 24 March 2020**



# **Teaching Assistant in the Health Professions**

## **School of Medicine**

### **Leeds Institute of Cardiovascular & Metabolic Medicine**

#### **Specialist Science Education Department**

**Are you a health professional enthusiastic about education? Are you looking for an opportunity to develop your teaching skills in Higher Education? This is an exciting opportunity to be part of a dynamic and forward thinking team to enhance the health professions through innovative education. Do you have the skills to engage, enthuse and motivate students?**

This is an ideal opportunity for an individual who is considering a career in health professions education. The post will allow you to contribute to our undergraduate programmes in Diagnostic Radiography and Healthcare Sciences (Audiology & Cardiac Physiology). Opportunities will be provided for you to access postgraduate training and development to enhance your career. You will be based within the Institute's Department of Specialist Science Education; a vibrant community of around 30 academic staff focussed on excellence in student education. The role will require you to develop and deliver occasional lectures and support team taught sessions across a variety of modules on our undergraduate programmes. This includes modules such as those introducing the role of the healthcare professional, preparation for practice, anatomy and physiology and others dependant on your interests and skills. You will also be involved in the design and marking of examinations and coursework. You will contribute to recruitment activities such as Open Days and outreach activities. You will have a relevant undergraduate degree and appropriate professional registration with an enthusiastic, creative approach to transferring knowledge and skills to students.

### **What does the role entail?**

As a Teaching Assistant in the Health Professions your main duties will include:

- Developing and providing inspirational teaching and learning, which reflects professional standards and clinical good practice;
- Supporting and delivering modules, including lectures, tutorials and practical sessions at different levels on our undergraduate programmes in Diagnostic Radiography and Healthcare Sciences (Audiology & Cardiac Physiology);



- Contributing to the assessment of students' work, including marking exams and coursework;
- Utilising innovative approaches to learning and teaching with a strong emphasis on integrating theory and practice;
- Providing timely feedback to students on their studies;
- Providing advice to students on matters relating to academic expectations, their studies and progress;
- Contributing to the review and development of modules and programmes and to quality assurance mechanisms;
- Contributing to the recruitment and selection of students;
- Working closely with colleagues within the School and the University to ensure the effective delivery of student education;
- Maintaining a safe working environment, engaging actively in own continuous professional development, and undertaking administrative processes.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

You will report to Paul Baxter, Head of the Specialist Science Education Department, Leeds Institute of Cardiovascular & Metabolic Medicine (LICAMM).

## What will you bring to the role?

As a Teaching Assistant in the Health Professions you will have:

- An undergraduate degree in a health profession discipline (including, but not restricted to, Audiology, Cardiac Physiology or Diagnostic Radiography);
- The ability to motivate and engender enthusiasm in students, with an enthusiastic, creative approach to transferring knowledge and skills;
- Excellent team-working and networking skills;
- Excellent communication and interpersonal skills, with a flexible, motivated and co-operative approach and good time management skills;
- Knowledge and experience of working as a health professional in a clinical setting;
- Excellent IT skills including use of MS office, virtual learning and scientific software;



- Current relevant professional registration (e.g. AHCS, HCPC, RCCP);
- Ability to work both independently and as part of a team;
- Evidence of commitment to own personal and professional development.

You may also have:

- Teaching experience in higher education;
- Experience of assessing students.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Interviews will include a 10 minute micro teach on a topic of your choosing. The micro teach should be targeted at 1<sup>st</sup> year undergraduate students, studying the module ARCS1114 Introduction to the role of the Healthcare Professional (for further information on the module, please follow [this link](#)).

## Contact information

To explore the post further or for any queries you may have, please contact:

**Paul Baxter, Head of Specialist Science Education Department**

Tel: +44 (0) 113 343 9078

Email: [p.d.baxter@leeds.ac.uk](mailto:p.d.baxter@leeds.ac.uk)

**Or Rhona Riley, LICAMM Lead for Student Education**

Tel: +44 (0) 113 343 9593

Email: [r.l.riley@leeds.ac.uk](mailto:r.l.riley@leeds.ac.uk)

## Additional information

Find out more about the [Faculty of Medicine and Health](#) and [School of Medicine](#)

Find out more about the [Leeds Institute of Cardiovascular and Metabolic Medicine](#)

Find out more about [Athena Swan](#) in the Faculty.





## **Working at Leeds**

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

## **Candidates with disabilities**

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## **Criminal record information**

### **Rehabilitation of Offenders Act 1974**

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

