

**JOB DESCRIPTION**

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| **Job Title** | **Education lead** |
| **School**  | **School of Medicine** |
| **Grade**  | **Academic (non-clinical)** |
| **Location and Hybrid working status** | **Stratford site/ Hybrid** |
| **Reporting to** | **Dean of Medicine** |
| **Line management for**  |  |
| **Key working relationships: Internal**  |  |
| **Key working relationships: External**  |  |
| **Contract type / Hours**  | **1 FTE (but flexible 0.5 – 1.0 FTE)** |

Build your career, follow your passion, be inspired by our environment of success

**#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking [10-year Vision 2028 strategic plan](https://www.uel.ac.uk/about/vision-2028), orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

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**HEALTH EDUCATION AT THE UNIVERSITY OF EAST LONDON**

UEL is committed to expanding health provision as a major part of its portfolio and has named 2025 as ‘The Year of Health’ with plans for many outreach events involving the surrounding community and local stakeholders. The majority of our health students are from the East London area with the aim of using education to improve local health disparities.

Our students are taught in state-of-the-art modern facilities on our Stratford Health Campus that includes the Hospital & Primary Care Training Hub, first in Europe for end-to-end simulated health and social care practice. The Hub utilises cutting edge, innovative, inter-professional practice and technologies to enhance the career-focused learning of students. Facilities currently include: an intensive care ward, an Accident and Emergency Department and a Multiprofessional Healthcare Ward. Phase 2 of the Hub is currently being delivered and will provide a new home for our Baby Development Lab, one of our leading practice and research centres, alongside further specialist teaching accommodation. On average, 1 in 12 adult nursing students in London are currently studying at UEL, and 1 in 6 childcare professionals are UEL trained. The University currently offers many nursing and Allied Health programmes including: - midwifery, physiotherapy, occupational therapy, podiatry and public health.

**ABOUT THE SCHOOL OF MEDICINE (PART OF HEALTH, SPORT AND BIOSCIENCE - HSB)**

The University is currently applying through the General Medical Council to open a medical programme in Autumn 2027. The addition of an MBBS programme to our health portfolio will enhance our overall health education provision at the University and augment the existing programmes through opportunities for inter-professional learning across the health-related programmes. This will prepare our students for diverse and dynamic NHS healthcare teams with an understanding of shared roles and multidisciplinary, community-based teams to address health inequalities through measures such as social prescribing and integrated care pathways.

We are developing an innovative four-year curriculum, with an Access year, better suited to our local demographic and including a dynamic approach to clinical placements that will include simulation and innovative technologies.

We aim to produce adaptable, collaborative, and forward-thinking healthcare professionals who are equipped to transform the health of the local communities and beyond.

**JOB PURPOSE**

The principal role of the **Education Lead in the School of Medicine** will be the leadership of the development of educational delivery in the School of Medicine. The role will mostly apply to the MBBS course but also include the Physician Associate (PA) and Access to MBBS (level 3) programme. They will contribute to the GMC application process and assist in establishing and maintaining the strong external relationships necessary for the successful delivery of a clinically based course. They will contribute to building and leading a strong academic team capable of delivering MBBS and PA courses to GMC standards.

**KEY DUTIES AND RESPONSIBILITIES**

**Teaching and Learning:**

* Work with the School of Medicine team and wider University to develop processes and policies required to open a GMC accredited MBBS course in 2027. This will include admissions, selection, training of educators and assessors, processes for delivery of curriculum and assessment, progression decisions, delivery of feedback to students and educators, concerns and Fitness to Practise.
* As the school grows in size, build and lead teams to work on these various domains in the medical school
* Work with the Physician Associate team to review processes within PA school and explore the synergies with the MBBS course.
* Contribute directly to teaching, supervision and assessment in the School of Medicine and HSB drawing on areas of personal expertise where appropriate
* Work closely with schools in HSB to support introduction of interprofessional learning where possible.

**Research & Scholarship:**

* Ensure a high level of personal academic scholarship drawing on a recent evidence base as appropriate to inform outputs for the MBBS course in the School of Medicine
* Provide leadership and contribute personally to research and evaluation in the field of medical education (and other Health Professions Education), leading to measurable outputs of high quality.
* Disseminate vision of University and School of Medicine at external meetings and education conferences
* Support academic development of other members of the team

**Student Experience & Education:**

* Set appropriate cultural norms, particularly those required to ensure that the highest standards of equality, diversity and inclusion are upheld and to position medical education effectively and collaboratively within the University structure

**Administration:**

* Work closely with all members of the team to progress the GMC application and Quality Assurance processes for MBBS and PA courses.
* Lead on the writing of the policies and procedures necessary for the GMC application aligning with the University and drawing on best practice from the sector.
* Work with team to understand current registry and student support process in UEL and ensure that all requirements set by the relevant regulatory and/or professional bodies are met.
* Work in a safe and healthy manner, always ensuring compliance with statutory and University health and safety requirements.

**Collaboration and Networking:**

* Contribute to income generation activity including the development of short courses and consultancy and partnerships in the field of medical education
* Build and maintain links with key partner organisations, including other higher education providers and placement providers
* Take responsibility for leading and managing agreed areas of the work of the School, including representing the School on internal and external committees as agreed with the Dean;
* Undertake such reasonable duties as may be requested by senior management of the School and of the University

The duties and responsibilities outlined above provide a general overview of the range of tasks that an **Education Lead in the School of Medicine** at the University of East London may be required to perform. Please note that this job description is not exhaustive, and additional tasks aligned with the role's grade may be assigned as needed.

The job description may also be updated to reflect changes in circumstances, and employees will be consulted if any amendments are required.

**All employees must adhere to all UEL policies and regulations, demonstrating a commitment to equal opportunities within a diverse and multicultural environment. Employees are also expected to actively contribute to building and maintaining a positive reputation for UEL in all their professional activities.**

**PERSON SPECIFICATION**

The University's Core [Values](https://www.uel.ac.uk/about/governance/ethical-framework) are **Passion, Inclusion, Courage**, and they are at the root of everything we do and everyone in our community is expected to demonstrate them.

The table below outlines the essential and desirable criteria required to perform the role effectively. Candidates will be shortlisted based on how closely they meet these criteria.

|  |  |  |  |
| --- | --- | --- | --- |
| Education and Qualifications | Essential  | Desirable | Criteria assessed by |
| Higher education to PhD level or equivalent | **[x]**  | **[ ]**  |  |
| Postgraduate teaching qualification and / or accreditation with Advance HE (FHEA or SFHEA) | **[x]**  | **[ ]**  |  |
| Experience/Knowledge |  |  |  |
| Excellent understanding of the specific requirements for medical education including the role of NHS/healthcare organisations, the requirements of clinical education and assessment in contemporary and emerging clinical practice, and the application of best practice and research findings to medical education including those associated with the use of technology to support learning  | **[x]**  | **[ ]**  |  |
| Understanding of the core values of UEL and the implications for medical education at UEL, particularly those relating to widening participation in medicine and related fields   | **[x]**  | **[ ]**  |  |
| Substantial personal role in leading major developments in medical education and the associated quality assurance processes with evidence of success, including the integration of simulation, technology and inter-professional learning Experience of a leadership role in undergraduate medical education, preferably in a medical school Evidence of effective contribution to the development of other medical educators  | **[x]**  |  |  |
| Evidence of research grant capture in a relevant field  Evidence of research leadership including PGR/PhD supervision Scholarly contributions in a relevant field  |  | **[x]**  |  |
| Skills/Abilities |  |  |  |
| The ability to motivate, teach and assess students using a range of techniques (including online and distance learners) and to perform pastoral functions successfully  The interpersonal skills required to influence appropriately, and to motivate and negotiate satisfactory outcomes with colleagues including initiating and maintaining effective relationships with external bodies and stakeholders relevant to medical education (including the GMC and NHS) Excellent ability to lead and motivate teams of academic, clinical and professional services staff to achieve effective educational outcomes  The ability to generate high-quality written and oral communications relevant to medical education  | **[x]**  | **[ ]**  |  |
| Acknowledged personal expertise in the application of technology to health and/or to medical education with the ability to take an academic approach to their evaluation  | **[ ]**  | **[x]**  |  |
| Other Competencies required  |  |  |  |
| Enthusiasm for the development of medical education using innovative approaches in a new setting  Strong commitment to reflective and collaborative professional practice and to patient safety in the design and delivery of medical education  Strong commitment to inter-professional learning Strong commitment to equality, diversity and inclusion  | **[x]**  |  |  |

Criteria assessed by Key:

A = Application form/CV C = Certification I = Interview P = Presentation task Other Activity = (please specify e.g

 Micro teaching, test etc.)

**Further Information:**

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.