

Job Description: Assistant Professor (Education)

Post title and post number	Assistant Professor in Pharmaceutics (Education)
College/Budget Centre	MDS / School of Pharmacy
School/Department	School of Pharmacy, ICS
Full time/Part time	Full Time
Duration of the Post	Permanent
Salary	£45,585 to £54,395
Additional information	
Terms and Conditions	Academic Teaching Staff
Closing Date	
Grade	8

Summary of Role

The postholder will teach and advise undergraduate, postgraduate or CPD students within the subject area of Pharmaceutics within the established MPharm teaching programmes. The post will be supported by the established Pharmaceutics group academics and will be managed and supervised by the Head of School and the Head of Education (Pharmacy), the latter having ultimate responsibility for the design, delivery and assessment of the MPharm teaching programmes.

You will contribute to a range of education-related activities. In addition you will be expected to demonstrate academic citizenship, developing and maintaining mutually respectful and supportive working relationships with all staff and students, and ensuring the way you carry out your role impacts positively on how others carry out theirs.

Teaching will include a substantial contribution to: (a) the management, development and delivery of teaching and assessment at all levels; and (b) enhancement of the student experience and employability. The role will also involve developing and advising others, including: (a) providing expert advice to staff and students, and (b) developing and advising others on learning and teaching tasks and methods.

You will be expected to advance teaching and learning practice in your modules within the school, take a role in leading curriculum development, and play an important role in student academic and pastoral support. You will deliver excellent teaching that inspires students, and is informed by discipline-based research.

Management and administration is likely to include developing and making substantial contributions to knowledge transfer, enterprise, business engagement, public engagement widening participation, schools outreach, or similar activities at Department/School level or further within the University.

Specific duties will include:

- Teaching within all areas of the science of dosage form design/delivery as part of the established Pharmaceutics group within the fully accredited MPharm teaching programmes. The postholder will work with the Pharmaceutics team members and under supervision from an academic member of staff.
- Duties will include delivery of lectures, conducting small group teaching sessions, participating in supervising practicals, participating in student assessment, including marking submitted work.
- Duties may include a) contributing to the enhancement of the student experience and employability b) contributing to designing and quality enhancement of Pharmacy programmes c) consulting on the individuals' own specialism, probably under the supervision of a project leader.

- Contributing to licensing or spin out deals with demonstrated commercial success (such as through teaching IP generated) and/or public understanding of Pharmaceuticals / Pharmacy.

Main Duties / Responsibilities

Education

- Teaching science of dosage form design/delivery concepts at a range of levels within Pharmacy programmes to undergraduates, postgraduates and CPD students, predominantly through allocated lectures, small group sessions and practicals, so that the School's teaching objectives are met.
- Contributing to the design of Pharmaceuticals modules with other colleagues. Planning and preparing personal teaching, including guidance notes and handouts (delivered both face-to-face and on-line) in accordance with the established objectives of the Pharmacy teaching programmes.
- Devising and supervising student projects, dissertations and practical work in the Pharmaceuticals area.
- Developing an approach to planning and reviewing personal teaching.
- Undertaking the full range of responsibilities in relation to supervision, marking and examining in taught areas of Pharmaceuticals. This will involve summative assessment, including assessed work contributing to the final award (as a mark or as a credit) through unseen examinations, essays, dissertations and presentations. The assessment will be subject to validation by the academic supervisor.
- To frequently update personal subject expertise through appropriate scholarship.
- Undertaking personal professional development in teaching, including self-reflection on personal teaching, using student and peer review feedback, in order to enhance personal teaching and learning processes.
- Contributing to knowledge transfer on individual specialisms in the science of dosage form design area that is of manifest benefit to the College and the University, often under supervision of a project leader.

Management/Administration

To contribute to Departmental /School administration. This may include:

- Undertaking management/administration arising from teaching.
- Contributing to Departmental/School teaching-related activities and teaching-related administration.
- Contribute to enterprise, business development and/or public engagement activities of manifest benefit to the College and the University, often under supervision of a project leader
- where appropriate, leading and managing a team to devise and implement a new and/or revised process (e.g. new programme or a recruitment drive);
- advising on personal development of colleagues and students;
- making a contribution to administrative activities within the University (e.g. appeals panels, working groups);
- managing enterprise, business development, and public engagement activities;
- developing and making substantial contributions to knowledge transfer, enterprise, business engagement, public engagement, widening participation, schools outreach;
- promoting equality, diversity and inclusion through monitoring and evaluation and actively challenging unacceptable behaviour.

Citizenship

Contributing to an inclusive working environment:

- Promoting equality and values diversity acting as a role model and fostering an inclusive working culture.
- pursuing your activities in a way that helps others to pursue their activities effectively and efficiently;
- demonstrating a willingness to be involved in a variety of activities supporting University life (e.g., participation in graduation, Departmental/School committees);
- demonstrating support for colleagues, such as sharing resources, providing advice;
- willingness to volunteer for one-off duties (such as supporting School, Institute, and Departmental projects);
- positively engaging in School strategic initiatives;
- proactive support and involvement in activities specifically contributing to a positive and inclusive community spirit across the School/College/University.

Person Specification

- Higher degree relevant to the science of dosage form design/delivery or equivalent qualifications
- Extensive teaching experience and scholarship within subject specialism.
- Proven ability to devise, advise on and manage learning.
- Skills in managing, motivating & mentoring others.
- High level analytical capability
- Knowledge of the protected characteristics of the Equality Act 2010, and how to actively ensure in day-to-day personal activity that those with protected characteristics are treated equally and fairly.

Teaching

- Ability to design, deliver, assess and revise Pharmaceutics teaching programmes.
- Extensive experience and demonstrated success in developing appropriate approaches to learning and teaching and advising colleagues.
- Experience and achievement in knowledge transfer, enterprise and similar activity that enhances the student experience or employability.

Management Administration

- Ability to contribute to School/Departmental management processes.
- Ability to assess and organise resources effectively.
- Understanding of and ability to contribute to broader management/administration processes within the School of Pharmacy
- Experience of championing Equality, Diversity and Inclusion in own work area.
- Ability to monitor and evaluate the extent to which equality and diversity legislation, policies, procedures are applied.
- Ability to identify issues with the potential to impact on protected groups and take appropriate action.