

# COLLEGE OF INTEGRATED CHINESE MEDICINE JOB DESCRIPTION

## CHINESE MEDICINE PROGRAMME LEADER

**Title of post:** Chinese Medicine Programme Leader

**Accountable to:** Academic Director

### Overview of the post:

The Chinese Medicine Programme Leader has responsibility for the organisation, management and operation of matters relating to the design, delivery and evaluation of the Chinese Medicine programme at the College of Integrated Chinese Medicine (CICM).

### Main responsibilities:

Co-ordinating the Chinese Medicine programme at CICM, in conjunction with the Academic Director, by:

- advising Executive Committee on all aspects of the Chinese Medicine programme;
- planning the development of the Chinese Medicine programme and maintaining academic standards in design, implementation and delivery of the curriculum appropriate to undergraduate level;
- preparing reports for Management Committee meetings, the BAAB and University College of Osteopathy;
- ensuring the design, development and operation of student assessment in Chinese Medicine is appropriate and fit for purpose;
- leading and moderating assessment, whilst taking a caseload of assessment where required;
- communicating with members of the Chinese Medicine team regarding matters concerned with student progress, teaching and assessment practice, programme development, staff development and curriculum planning;
- reporting on student achievement and academic standards to the Executive Committee and Board of Examiners;
- consulting with the Librarian to ensure that there are adequate resources for Chinese Medicine;
- facilitating the administration of students' assessment submissions;
- planning the Chinese Medicine budget and monitor expenditure;
- attending Programme Leaders' meetings.

The job description for this post will be reviewed at regular intervals following discussion between the holder and the Academic Director

## Person Specification

### Essential:

- a qualified, practising Acupuncturist with minimum 5 years experience
- experience of teaching, supervision and assessment in a Higher Education setting.
- knowledge of Chinese Medicine.
- experience of managing budgets and leading a team
- effective communication and administrative skills
- familiarity with the use of application software (e.g. Word, Outlook, Excel, VLE, Zoom, Teams)

### Desirable:

- a Post-graduate degree in a relevant field
- experience of teaching Chinese Medicine

### Hours & Rate:

- Estimated 240 hours per year @ £29 per hour

### Updated closing date for applications:

- Thursday 2nd May 2024, 5.00pm