

COLLEGE OF INTEGRATED CHINESE MEDICINE

Job Description: Unit Leader

Title of post: Unit Leader

Accountable to: Academic Director

Average number of hours : 10 – 15 hours a month

Overview of the post: The unit leader has responsibility for the organisation, management and operation of all matters relating to the design, delivery and evaluation of the unit.

Main Responsibilities

- Advise the college on the standards of the unit
- Plan the development of the current courses and maintaining standards in design, implementation and delivery of the curriculum
- Be responsible for the preparation of reports on the subject area for internal college purposes and for the BAAB and validating bodies
- Liaise with the Academic Director about the assessment of students in the unit
- Liaise with the timetable co-ordinator about the teaching and staffing of the unit
- Ensure the design and preparation of student assessments in the unit
- Set, moderate and mark examinations in the subject area
- Communicate on a regular basis with other members of teaching an assessment team to discuss students, teaching, assessment, course development, evaluations and plans
- Respond to issues arising from committees such as the assessment board, the Executive Committee, quality assurance committee and student consultative committee
- Liaise with the co-ordinator of library and learning resources and ensure the programme is adequately resourced
- Liaise with office staff to ensure effective administration of coursework submissions, photocopying, exam arrangements etc
- Undertake the professional duties of a teacher and maintaining a programme CPD
- Advise and manage the programme budget

Preferred skills and experience

- Detailed understanding of recent independent training in the specific area of acupuncture
- Experience of curriculum and assessment design
- Experience of effective assessment strategies and quality assurance protocols
- Outstanding skills in effective learning and teaching in acupuncture or related discipline
- Development of a teaching team
- A commitment to engage with teacher education and postgraduate qualifications
- A higher education qualification in acupuncture or related discipline
- A recognised teaching qualification
- Postgraduate qualification in acupuncture or related discipline

February 2023