

COLLEGE OF INTEGRATED CHINESE MEDICINE
JOB DESCRIPTION
ACUPUNCTURE SKILLS AND TECHNIQUES PROGRAMME LEADER

Title of post: Five Element Skills Programme Leader

Accountable to: Academic Director

Overview of the post: The five element skills programme leader has responsibility for the organisation, management and operation of all matters relating to the design, delivery and evaluation of the five element skills programme. The post holder is responsible to the members of the management committee for the designated area of work.

Main Responsibilities:

Coordinating five element skills courses by:

- Advising the College on its standards of five element skills
- Planning the development of the current courses and maintaining standards in design, implementation and delivery of the curriculum to first degree level
- Having responsibility for the preparation of reports on five element skills for internal College purposes, the BAAB and validating bodies
- Liaising with the Academic Director about the design, development and assessment of students in five element skills
- Setting, moderating and marking examinations in five element skills
- Where necessary setting up further training of markers
- Meeting and/or communicating on a regular basis with other members of five element team to discuss students, teaching, assessment, course development, evaluations and plans
- Receiving information from and reporting back as necessary to the Board of Studies, the Executive Committee and the Programme and Module Boards
- Ensuring the cross-curricular delivery of relevant parts of the five element skills curriculum and enabling the further training of teaching staff
- Liaising with the co-ordinator of Library and Learning resources and ensuring that the five element skills curriculum is adequately resourced
- Liaising with office staff to ensure effective administration of coursework submissions, photocopying, exam arrangements etc.
- Undertaking the professional duties of a teacher and maintaining a programme of educational CPD
- Advising on and managing the five element skills budget

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 Five Elements and 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 Five Elements

Hours & Rate:

- Estimated 240 hours per year @ £29 per hour

Closing date for applications:

- **Amended closing date - Friday 6th September 2024, 5.00pm**

Updated 28th August 2024