

COLLEGE OF INTEGRATED CHINESE MEDICINE JOB DESCRIPTION

CONVENTIONAL MEDICAL SCIENCES PROGRAMME LEADER

Title of post: Conventional Medical Sciences (CMS) Programme Leader

Accountable to: Academic Director

Overview of the post: The CMS Programme Leader has responsibility for the organisation, management and operation of matters relating to the design, delivery and evaluation of the CMS programme at the College of Integrated Chinese Medicine (CICM). This includes the Surface Anatomy module.

Main responsibilities:

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

- planning the development of the CMS programme and maintaining academic standards in design, implementation and delivery of the curriculum appropriate to undergraduate level and keeping the Executive Committee (EC) updated on all aspects;
- leading and moderating student assessment in CMS, ensuring the design and development is appropriate and fit for purpose;
- facilitating the administration of students' assessment submissions;
- communicating with members of the CMS team regarding matters concerned with student progress, teaching and assessment practice, programme development, staff development and curriculum planning;
- consulting with the Librarian to ensure that there are adequate resources for CMS;
- reporting on student achievement and academic standards to the Executive Committee and Board of Examiners;
- preparing reports for Management Committee meetings, the British Acupuncture Accreditation Board (BAAB) and Health Sciences University (HSU) as required;
- planning the CMS budget and monitoring 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:

- experience of teaching, supervision and assessment in a Higher Education setting;
- knowledge of conventional medicine;
- experience of managing budgets and leading a team;
- effective communication and administrative skills;
- familiarity with the use of application software (e.g. MS Word, MS Outlook, MS Excel, Moodle based Virtual Learning Environment, Zoom, MS Teams)

Desirable:

- a post-graduate degree in a relevant field
- experience of teaching conventional medicine

Hours & Rate:

Estimated 240 hours per year @ £32 per hour

Closing Date: Friday 29th August 2025, 5:00pm

Interview Date: Monday 8th September 2025

To apply please complete the application form on our website & send with a covering letter, explaining why you think you would be suitable for this role. Return all applications to the Academic Director, Lynda French, at **LFrench@cicm.org.uk** who can also be contacted in the first instance regarding this position.