

COLLEGE OF INTEGRATED CHINESE MEDICINE PROFESSIONAL PRACTICE PROGRAMME

Title of post Professional Practice (PP) Programme Leader

Accountable to: Academic Director

Overview of the post:

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

Main responsibilities:

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

- advising the Executive Committee on all aspects of the PP programme;
- planning the development of the PP programme and maintaining academic standards in design, implementation and delivery of the curriculum appropriate to undergraduate level;
- preparing reports for Management Committee meetings, the British Acupuncture Accreditation Board (BAAB) and Health Sciences University (HSU);
- ensuring the design, development and operation of student assessment in PP is appropriate and fit for purpose;
- leading and moderating assessment across the programme, whilst taking a caseload of assessment marking where required;
- communicating with members of the PP teaching and marking 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;
- facilitating the administration of students' assessment submissions;
- dealing with queries about the programme and the PP assessments from students and faculty members;
- consulting with the Librarian to ensure that there are adequate resources for the programme;
- planning the PP 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:

- a qualified, practising Acupuncturist with minimum 5 years experience
- experience of assessment in a Higher Education setting
- knowledge of current good Professional and Reflective practices as these pertain to acupuncture
- familiarity with all aspects of the Chinese Medicine curriculum at CICM as well as the delivery of the PP programme
- 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 or diploma in a relevant field
- experience of teaching Chinese Medicine

Hours & Rate:

- Estimated 240 hours per year @ £32 per hour

To apply please send your CV with a covering letter, explaining why you think you would be suitable for this role.

Please direct any questions & return all applications to the Academic Director, Lynda French, at LFrench@cicm.org.uk

Closing Date - Thursday 20th November 2025

Interviews - Thursday 27th November 2025