

**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:

- planning the development of the Chinese Medicine 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 assessment in Chinese medicine, ensuring the design and development is appropriate and fit for purpose;
- facilitating the administration of students' assessment submissions;
- 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;
- consulting with the Librarian to ensure that there are adequate resources for Chinese Medicine;
- 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)/British Acupuncture Council (BAcC) and Health Sciences University (HSU) as appropriate;
- planning the Chinese Medicine budget and monitor expenditure;
- attending Programme Leaders' and assessment Board 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 eg 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 Chinese Medicine

Hours & Rate:

Estimated 240 hours per year @ £32 per hour

Closing Date: Friday 31st July 2026

Interview Date: week commencing 10th August 2026

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 college Principal, Jo Rochford, at jrochford@cicm.org.uk