ST GEORGE’S, UNIVERSITY OF LONDON

# ROLE DESCRIPTION – DEPUTY COURSE DIRECTOR, MSc

The Deputy Course Director for the MSc Genomic Medicine is a part-time role. The post-holder will work with the Course Director and report to the Deputy Head of the Graduate School (PG Taught Courses) and to the Taught Postgraduate Courses Committee (TPCC), working within the established quality assurance and governance systems within SGUL.

This role is allocated 100 hours in the teaching dairy. **There is scope for this role to include that of the Admissions Tutor as well in, which case additional teaching hours would be allocated (currently 100 hours).**

**Job purpose**

To ensure that the routine operation of the programme runs smoothly and to report up to the Course Director.

## Specific roles

* To deputise for the Course Director role when they are not available, for example to chair the Course Committee Meeting;
* To liaise with colleagues at King’s College London (KCL), with the guidance of the Course Director, to ensure that the quality and delivery of modules taught at KCL meet the standards expected;
* To participate in any review or re-validation activities;
* To carry out peer review activity for staff teaching on the course and identify any issues of under-performance;
* To participate in the Board of Examiners and Course Committee meetings;
* To ensure Canvas material is published in a timely fashion, is accurate and complete;
* To deliver introductory and review sessions, if required by the Course Director;
* To look after the research and academic skills teaching block;
* To liaise with course administration and module leads regarding SOLTS completion;
* To act as a resource for staff and students encountering difficulty with any academic aspect of the course;
* To work with Registry staff (Postgraduate Admissions and Student Recruitment), and the Admissions Tutor if separate, to ensure efficient course recruitment and delivery;
* To oversee student engagement and retention;
* To deliver the course personal tutor scheme.

## Significant working relationships

The post-holder will work with a number of colleagues including:

Course Director

Postgraduate Courses Coordinator

Course Administrator

Course Admissions Tutor and Postgraduate Admissions Team

Module leaders (at SGUL, SGHT and KCL)

Members of the Board of Examiners

Research Projects Supervisors

Deputy Head of the Graduate School (PG Taught Courses)

Programme Lead at KCL

## Person specification

The post-holder will have considerable experience of teaching at master’s and/or undergraduate level. They will have the management and inter-personal skills to deal confidently with colleagues at all levels within SGUL and KCL and with students from all health professional groups. They will have experience of supervision of project students at MSc level.

Expressions of interest should be submitted to the Course Director Dr Clara Cieza-Borrella ([ccieza-b@sgul.ac.uk](mailto:ccieza-b@sgul.ac.uk)).

Submission deadline is **30th April 2024**. Please include your CV and a cover letter (maximum 300 words) detailing your relevant experience. Please indicate at the end of your cover letter whether your line-manager supports your application.