

**COLLEGE OF INTEGRATED CHINESE MEDICINE  
JOB DESCRIPTION**

**ASSISTANT PROFESSIONAL AND REFLECTIVE PRACTICE PROGRAMME LEADER**

**Title of post:** Assistant Professional and Reflective Practice (PRP) Programme Leader

**Accountable to:** Academic Director (in conjunction with the PRP Programme Leader)

**Overview of the post:**

Assisting the PRP Programme Leader as necessary in the responsibility for the organisation, management and operation of matters relating to the design, delivery and evaluation of the PRP programme at the College of Integrated Chinese Medicine (CICM).

**Main responsibilities:**

Co-ordinating the PRP programme at CICM, in conjunction with the Programme Leader, by:

- planning the development of the PRP programme and maintaining academic standards in design, implementation and delivery of the curriculum appropriate to undergraduate level;
- preparing reports for Management Committee meetings, the BAAB and University College of Osteopathy;
- ensuring the design, development and operation of student assessment in PRP is appropriate and fit for purpose;
- moderating assessments, whilst taking a caseload of assessment where required;
- communicating with members of the PRP 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 PRP assessments from students and faculty members.

The job description for this post will be reviewed at regular intervals following discussion between the holder and the PRP Programme Leader

## 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 PRP programme
- effective communication and administrative skills
- familiarity with the use of application software (e.g. Word, Outlook, Excel, VLE, Zoom, Teams)
- advanced skills in Excel for recording marking outcomes online

### Desirable:

- a Post-graduate degree or diploma in a relevant field
- experience of teaching Chinese Medicine

### Hours & Rate:

- Estimated 240 hours per year @ £29 per hour (possibility to job share is also available)

### Closing date for applications:

- Friday 21 June 2024 5.00pm