



# Job description

<b>Job title:</b>	<b>Educator x2</b>
<b>Grade:</b>	4a
<b>Department:</b>	Learning: Learning Innovation team
<b>Responsible for:</b>	<i>Learning Content producer</i> <b>(one will line manage the Learning Content producer)</b>
<b>Accountable to:</b>	<i>Head of Learning Innovation</i>

## Job summary

The Learning and Innovation Team work with clinical leads and stakeholders to develop courses and other educational activities and products to support postgraduate learners at all stages of their career.

Learning is at the heart of what the Learning Innovation team delivers and therefore Educators play a central role within the design and development of our educational materials and learning offer. Working as part of a skilled internal development team, and alongside external suppliers, the Educators design, develop and deliver learning activities, products and materials in a variety of formats to a consistently high standard, underpinned by sound and up to date educational principles and practices.

It is important that our learning offer remains of exceptional high quality and sound educational principles. The successful execution of these duties draws upon a keen interest in educational principles and theory; curriculum development and Technology Enhanced Learning (TEL) in order for us to continue to develop up to date and relevant learning materials.

Educators deliver or assist in the delivery of courses for clinicians, as an educator in classroom setting both virtually and face to face.

This role is expected to evolve over time in line with technology, the needs of the College and developments in educational practice. The postholder(s) will be expected to be flexible and develop new skills as required, with appropriate support and training.

## Specific duties and responsibilities

Responsible for:

- Working with programme managers, clinical leads and other stakeholders to identify and scope educational requirements and learning needs and input into learning development meetings and discussions



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- Providing educational expertise to inform the development of learning activities including new course or product development, redevelopment of existing products and areas of innovation in education, technology and medicine
- Providing advice to support College projects and priorities when knowledge and experience of educational theory, curriculum, and practice is required
- Developing and designing activities using sound and up to date educational principles, practices and methods including digital learning
- Keeping up to date with the surgical environment and ensuring activities complement relevant curricula, legislation, policies and guidance

## 2 Designing and Developing Learning

Responsible for:

- Advising, supporting and working collaboratively with relevant stakeholders to develop and pilot education activities to support the delivery of College priorities
- Designing and developing educational products and activities to address a gap in the market, meet the learning needs of target group, meet quality standards and meet any requirements or restrictions set by project boards or other governance structures
- Designing and developing educational products and activities to maximise learning within an agreed budget, considering technology solutions as part of design
- Developing suitable methods of delivery (including digital learning and simulation) to meet the agreed learning outcomes and business needs
- Working alongside project managers to write product specifications and manage production, advising on educational requirements and design methodology
- Working with subject matter experts (SMEs), other stakeholders or independently to design and develop educationally sound learning materials in a range of formats and media, either stand alone or as part of a new or existing educational programmes
- Working with a range of stakeholders to design and develop reliable assessments
- Undertaking observations and providing feedback on content, delivery and teaching to support faculty development and inform future development of the course or educational activity

## 3 Piloting and Evaluating Educational Activities

Responsible for:

- Establishing educational requirements to deliver activities including learning materials and , faculty support.
- Working alongside the operations team and clinical stakeholders to ensure materials are able to be delivered at scale including the considerations around human and animal tissue, simulated tissue, equipment, consumables, the learning environment (rooms)
- Working as part of a team to pilot and evaluate activity
- Evaluating the educational effectiveness of activities, informed by the learners and faculty, stakeholders and others in the team and own reflections, and using evaluation to inform future development

## 4 Faculty Development

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- Working with the Operations team to identify the criteria, standards and requirements for course directors and faculty in terms of knowledge, skills and experience
- Working with subject specialists and programme managers to develop faculty development pathways and training programmes to support the introduction or regionalisation of a course, as well as ensuring the on-going sustainability

## 5 Teaching

Responsible for:

- Supporting clinical faculty to deliver management, leadership and simulation programmes demonstrating clear understanding of the surgical context
- Participating where appropriate in the delivery of educational activities using a variety of methods, including professional development courses, informal workshops and faculty development training

## 6 Developing self and contributing to development of others

Responsible for:

- Identifying own development needs and setting personal development objectives in discussion with reviewer
- Plan to update your own knowledge and skills to keep up to date with current theory and practice; Technology Enhanced Learning (TEL) and digital learning technologies
- Enabling others to develop and apply their knowledge and skills
- Actively seeking a good understanding of the learning and professional development requirements of surgeons throughout their careers including keeping up to date with any relevant policy changes

## 7 Leadership and Management (one of the managers)

Responsible for:

- Setting SMART objectives and manage the performance of direct report
- Giving staff support and opportunities to meet their personal development objectives.
- Delegating authority to staff and monitoring them against agreed outcomes.
- Agreeing with staff appropriate courses of action to address any issues with their work.
- Recruiting and select team members to meet organisational needs consistent with legislation, policies and procedures.

Supporting staff to work flexibly across roles within the Learning Directorate.

### General

- The post-holder is expected to represent the College in a professional manner in relation to his or her responsibilities and in ensuring their own continuing professional development.
- Undertake such duties appropriate to the grade, as required by the Director.

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.



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# specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Degree or equivalent qualification or a proven successful track record in a similar role</li></ul>	<ul style="list-style-type: none"><li>• Postgraduate qualification education or training and development</li></ul>
<b>Experience and skills</b>	<ul style="list-style-type: none"><li>• Evidence of utilising up to date knowledge of training and development techniques</li><li>• Comprehensive experience in identifying learning needs and designing, developing, delivering (teaching/facilitating) and organising educational activities (e.g. courses) to meet a variety of different learning needs</li><li>• Understanding of developments in technology enhanced learning and their application to development and delivery</li><li>• Experience of leading the design and development of e-Learning packages to sit within learning management systems and blended learning products</li><li>• Good working knowledge of Word, Excel and PowerPoint packages</li><li>• Experience of working within digital environments ie Teams and Zoom</li><li>• Ability to prioritise workloads</li><li>• Ability to work as part of a team and collaborate with subject matter experts on educational development</li></ul>	<ul style="list-style-type: none"><li>• Delivering (teaching) education programmes at postgraduate level</li><li>• Working with and commissioning external agencies and consultants to determine learning needs, design interventions and deliver education</li><li>• Experience of line management and developing a team</li><li>• Understanding of NHS structures and environments</li><li>• Working with differing technologies to deliver educational outcomes ie AR, Immersive</li></ul>



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	<ul style="list-style-type: none"><li>• Evidence of influencing skills to achieve a satisfactory outcome, adapting personal style to meet different situations</li><li>• Experience of presenting information clearly</li><li>• Experience of facilitating learning sessions, engaging and encouraging contributions</li><li>• Experience of producing high quality support materials to aid participant learning</li><li>• Development of technology enhanced learning packages</li><li>• Experience of assessment methods and feedback</li><li>• Understanding and acceptance of principles of equality of opportunity</li></ul>	
<b>Financial management and business planning</b>	<ul style="list-style-type: none"><li>• Planning and developing e-Learning solutions in response to a specific brief</li></ul>	
<b>People and interpersonal skills</b>	<ul style="list-style-type: none"><li>• Recent evidence of personal and professional development</li><li>• Willingness to travel in UK with overnight stays where necessary</li><li>• May involve out of hours and weekend work</li></ul>	



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The post holder will also need to demonstrate the following values:

<b>Collaboration</b>	<b>We embrace our collective responsibilities working collaboratively and as one college.</b>
	<ul style="list-style-type: none"><li>• We work together, using our collective expertise and experience to effect positive change</li><li>• We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments</li><li>• We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work</li></ul>
<b>Respect</b>	<b>We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.</b>
	<ul style="list-style-type: none"><li>• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others</li><li>• We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team</li></ul>
<b>Excellence</b>	<b>We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.</b>
	<ul style="list-style-type: none"><li>• We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve</li><li>• We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work</li><li>• We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience</li></ul>

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to race/ethnicity, national origin, religion, pregnancy, marital status, sexual orientation, gender identity/expression, age and disability.



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