

**Job Title:** Educator

**Salary:** £40,340 per annum

**Contract Type** – Permanent, full-time (35 hours)

**Location:** We fully support flexible working, from our superb offices in Holborn and from home. We do require staff to spend minimum 20% of their time in the office. This is subject to role requirements.

### About us

The Royal College of Surgeons of England (RCS Eng) is one of the best known professional membership organisations in the world, with a name and reputation that speak for excellence in the UK and across the globe. We provide education, assessment and development to nearly 30,000 surgeons, dental surgeons and members of the wider surgical and dental teams at all stages of their career; we set professional standards, facilitate research and champion world-class surgical outcomes for patients.

### About the role

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.

### 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
- 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
- Supporting 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**

Responsible for:

- 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
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## **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.

## **About you**

- You will be able to prioritise workloads
- You will have 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
- You will understand developments in technology enhanced learning and their application to development and delivery
- You will have experience of leading the design and development of e-Learning packages to sit within learning management systems and blended learning products

## **What we can offer you**

- 27 days paid holiday + bank holidays and up to 4 college closure days
- Flexible working
- Enhanced contributory pension scheme & other leave entitlements
- Variety of learning and development opportunities
- Wellbeing programme & Employee Assistance Scheme

## **Interested Candidates:**

**If you wish to apply or if you have any questions about this position please email your CV together with a cover letter to [RCSHR@rcseng.ac.uk](mailto:RCSHR@rcseng.ac.uk).**

Any personal data collected from you, or that you provide to us, will be processed by us in accordance with our recruitment processes. If unsuccessful in your application, your information will be held by us on our database for a period of 6 months before deletion. If you would like your information removed sooner, please contact [RCSHR@rcseng.ac.uk](mailto:RCSHR@rcseng.ac.uk)

**Closing date: Wednesday 31 July 2024**

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 age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The Royal College of Surgeons of England is committed to protecting your privacy. We are registered as a data controller with the Information Commissioner's Office (ICO). All College employees are responsible for records held, created and used as part of their work for the College including patient/client, corporate and administrative records. Records are managed according to the requirements of the Data Protection Act 2018 and ensure confidentiality. The College ensures that staff are trained to handle the information you submit to us with care and discretion, seeking advice where necessary.