

Job description

Job title	Educator
Grade	4a
Department	Learning: Learning Innovation team
Accountable to	Learning Content Manager

Key responsibilities

- Providing educational expertise to inform the development of learning activities. This includes new course or product development, the redevelopment of existing courses and advising on areas of innovation in education, technology and medicine.
- Developing and designing courses, activities and educational products using up to date educational principles, practices and methods.
- Keeping up to date with the surgical environment and ensuring activities complement relevant curricula, legislation and policies.
- Contributing educational expertise to learning development meetings and discussions with programme managers, clinical leads and other stakeholders.
- Piloting and evaluating educational activities.
- Working with the Operations team to train the clinicians who deliver surgical skills courses.
- Teaching on professional development courses, formal workshops and surgical training development days.

Areas of responsibility

1. Designing and Developing Learning

Responsible for:

- Advising, supporting and working collaboratively with stakeholders to develop and pilot education activities.
- Designing and developing educational products and activities to address a gap in the market, meet the learning needs of target groups and meet quality standards set by project boards or other governance structures.
- Designing and developing educational products and activities to maximise learning within an agreed budget.
- Developing appropriate 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 development, 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. These may be standalone materials or form part of an educational programme.
- Working with a range of stakeholders to design and develop valid and reliable assessments for courses.
- Undertaking observations and providing feedback on content, delivery and teaching of courses to support faculty development and inform future development of the course or educational activity.

2. Piloting and Evaluating Educational Activities

Responsible for:

- Establishing the educational requirements to deliver activities.
- Working alongside the Operations team and clinical stakeholders to ensure materials can be delivered at scale including considerations around human and animal tissue, simulated tissue, equipment and the learning environment itself.
- Working as part of a team to pilot and evaluate redeveloped and new courses.
- Evaluating the effectiveness of activities to inform future course development.

3. 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 to deliver courses.
- Working with subject specialists and programme managers to develop training programmes to support the introduction or regionalisation of a course.

4. Teaching

Responsible for:

- Delivering management, leadership and simulation courses with clinical faculty members demonstrating a clear understanding of the surgical context.
- Leading, when appropriate, in the delivery of educational activities (face-to-face and virtually) including professional development courses, informal workshops and faculty development training.

5. Developing self and contributing to development of others

Responsible for:

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

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 have comprehensive experience designing, developing and delivering educational activities (e.g. training sessions, courses and workshops) to meet a variety of different learning objectives and needs.
- You will have excellent interpersonal skills, able to establish trust and build relationships with people at all levels including surgeons volunteering their time.
- You will have strong communication skills and experience working with multidisciplinary teams to achieve successful outcomes for learners.
- You will understand developments in educational theory and the changing role of technology in learning and be able to apply both to course development and delivery.
- You will be able to work independently on a range of tasks, demonstrating initiative, whilst using your strong prioritisation and organisational skills to meet deadlines.
- Ideally, you will have experience of leading the design and development of e-Learning packages to sit within learning management systems and blended learning products.

Experience or knowledge of medicine or surgery is not required, although a willingness to learn is vital.

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

Qualifications, Experience and Skills

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree or equivalent qualification or a proven successful track record in a similar role • Postgraduate qualification in teaching, education, training or development 	<ul style="list-style-type: none"> • Minimum 2 years' classroom experience in mainstream or clinical education or equivalent
Experience and skills	<ul style="list-style-type: none"> • Evidence of utilising up-to-date knowledge of training and development techniques. • Comprehensive experience identifying learning needs and designing, developing and delivering (teaching or facilitating) educational activities to meet a variety of different learning outcomes and needs. • Experience of facilitating learning sessions, engaging and encouraging contributions from participants. • Experience of producing high quality support materials to aid learning. • Understanding of and experience with different assessment and feedback methodologies. • Understanding of developments in technology enhanced learning (TEL) and its application to course development and delivery. • Ability to work as part of a team and collaborate with subject matter experts on educational development. • Evidence of influencing skills to achieve satisfactory outcomes, adapting personal style of meet different situations. • Experience leading the design and development of e-Learning courses to sit within learning management systems and blended learning products. • Good working knowledge of Word, Excel and PowerPoint. • Experience of working within digital environments such as Microsoft Teams and Zoom. • Ability to prioritise workload. 	<ul style="list-style-type: none"> • Delivering/teaching education programmes at postgraduate level. • Working with and commissioning external agencies and consultants to design learning materials and deliver education. • Understanding of NHS structures and environments.

	<ul style="list-style-type: none"> • Experience of presenting information clearly, in both written and verbal form. • Understanding and acceptance of principles of equality of opportunity. 	
Financial management and business planning	<ul style="list-style-type: none"> • Planning and developing learning products (courses, e-Learning solutions) in response to a specific brief. 	
Personal development and interpersonal skills	<ul style="list-style-type: none"> • Recent evidence of person and professional development. • Willingness to travel in the UK with overnight stays, where necessary. • Willingness to work out of business hours on an occasional basis. 	

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

Collaboration	<p>We embrace our collective responsibilities working collaboratively and as one college.</p> <ul style="list-style-type: none"> • We work together, using our collective expertise and experience to effect positive change • We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments • 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
Respect	<p>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.</p> <ul style="list-style-type: none"> • We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others • 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
Excellence	<p>We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.</p> <ul style="list-style-type: none"> • 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 • 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 • We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience

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.