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| **University of St Andrews****School of Medicine****Pro Dean of Medicine (Student Support) – AO9683GB****Further Particulars for Applicants**  |

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| **School of Medicine** |

The School of Medicine employs about 220 staff in either full- or part-time contracts, with some staff jointly employed by the University and the NHS. The School is both teaching- and research-active, and engages students at both the undergraduate and postgraduate (both taught and research) level.

Since 2010 the School has been located in purpose-built accommodation on the North Haugh in St Andrews. The building is home to the staff offices, research labs, teaching facilities and a café.

The School currently teaches approximately 650 undergraduate medical students in total on the three-year BSc (Hons) Medicine course. After graduation from St Andrews these students go on to complete the clinical phase of their Primary Medical Qualification training at one of our six partner medical schools.

The Scottish Graduate Entry Medicine (ScotGEM) programme is a 4-year, graduate entry, undergraduate course delivered jointly by the Universities of St Andrews and Dundee, in collaboration with the University of the Highlands and Islands and NHS Scotland. The programme has a particular focus on Generalist Medicine in rural areas and utilises a Case Based Learning approach. Years 1 and 2 are primarily based in St Andrews, although placements will occur in four Scottish regions.

The School is consistently ranked very highly in national student satisfaction surveys for the quality of its teaching and research and the overall student experience.

The School is committed to inclusivity and equal opportunities and values all applicants. The School holds and Athena SWAN Bronze accreditation, demonstrating our commitment to equality and the advancement and promotion of the careers of women in science.

Applications are particularly welcome from women who are under-represented in many areas of medical science.

**The job description for this role is attached below.**

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|  **Job Description** |

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| Job Title: Pro Dean of Student SupportSchool/Unit: School of MedicineReporting to: Dean of MedicineJob Family: Academic (Education Focussed)Duration of Post: open ended | Working Hours: part-time 0.6 FTE/ 21.75 hours per weekGrade/Salary Range: Grade 7 - £42,149 - £51,799 per annum *pro rata*Reference No: AO9683GBStart Date: as soon as possibleInterview date: 24 August 2022 |

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| **Main Purpose of Role** |

* Develop and implement effective pastoral care for medical students in line with General Medical Council and University guidance
* Enable support for students from agencies external to the medical school such as Occupational Health and Student Services.
* Oversee the management and process of the non-academic handover of students to our six partner medical schools, ensuring individual complex cases are communicated effectively.
* Work with six clinical partner schools to facilitate a consistent approach to Fitness to Practise. This includes the delivery of training for FtP panel members and sitting as a panel member for external HEI
* Lead the personal tutor system for pastoral care. Participate as a personal tutor. Ensure communication related to pastoral care is valid, timely and accessible to students.
* Involved in discussions with students considering taking a break from study and liaises with registry student support officer
* Provide pastoral support for students facing academic and non-academic misconduct proceedings including Fitness to Practise
* Be an accessible and well-informed source of advice for students around academic adjustments, allocation to clinical school processes, senate regulations and other relevant University policy
* Assist students develop effective organisation and time managements skills and strategies.
* Provide professional practical and study related support to students with mental health conditions and/or autism by enabling them to develop day-to-day life management skills
* Make decisions in conjunction with the student about how best to proceed with pieces of coursework, how to break them down into manageable chunks, and plan workload strategies
* Maintain an ongoing case-load of students, keeping up-to-date written records of meetings and follow up on non-attendance.
* Make recommendations to Inclusion Coordinator regarding students with complex support needs.
* Liaise with students to ensure that the implications of recommended support are understood and delivered effectively;
* Maintain a working knowledge of relevant Equality legislation
* Visible to students through active participation in teaching
* Actively involved in School activities including admissions interviews, assessment, quality assurance and curriculum development (see further information below)

Behaviours

* Behaviour 1: Pastoral Care and Welfare - Experience of calming and reassuring those with work/study related problems who may be experiencing distress and dealing with difficult welfare situations or confidential matters
* Behaviour 2: Communication - Ability to receive, understand and convey information requiring careful explanation and information of a complex or conceptual nature, in a clear and accurate manner
* Behaviour 3: Decision Making - Experience of using own judgement to make decisions, making collaborative decisions with others to reach conclusions and providing advice or information that will influence the decisions of others
* Behaviour 4: Liaison and Networking - experience of circulating information in an accurate and timely manner and working across team boundaries to build and strengthen working relationships

*Please note that this job description is not exhaustive, and the role holder may be required to undertake other relevant duties commensurate with the grading of the post. Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve*.

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| **Person Specification**  |

This section details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of this post.

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| **Attributes**  | **Essential** | **Desirable**  | **Means of Assessment**(i.e. application form, interview, test, presentation etc)  |
|  Education & Qualifications  (*Technical, professional, academic qualifications and training required)*   |  Professional qualification in a regulated profession or Postgraduate education MSc in related field  |  Certificate, Diploma or Masters in PG or Medical Education or equivalent FHEA recognition  Qualification in a clinically relevant field |  Application and interview |
|  Experience & Knowledge (*Examples of specific experience and knowledge sought*)   |  Demonstrate experience of: Providing teaching and support in a regulated profession Implementation of Higher Education policy and regulationsLeadership within the Higher Education sector or equivalent  |  Experience of utilising Occupational Health to manage students or staff in difficultyExperience of Fitness to Practice proceedingsExperience within the field of mental health Experience of setting and marking assessmentsExperience of teaching clinically oriented subject matter at undergraduate level  | Application and interviewShort presentation |
|  Competencies & Skills (*e.g., effective communication skills, initiative, flexibility, leadership etc*)   |  Demonstrate:Excellent communication and interpersonal skills and the ability to work as part of a team with staff and clients at all levels.Ability to work independently and make safe, timely decisionsAbility to cope under pressure while maintaining a high level of consistency and record keeping Ability to triage workload safely Ability to write clear, accurate records and responses to student queries Willingness and ability to use an online curriculum management system |  Competent with Microsoft OfficeManaging competing priorities and demands across multiple organisations |  Interview and written task |
|  Other Attributes/Abilities    |  Ability to engage with challenging situations (e.g distressed students and/or parents)  |   | Interview |

**Essential Criteria** – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short listing stage.

**Desirable Criteria** – requirements which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential requirements.

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| **Other Information**  |

Interviews will be held on **24 August 2022**

We encourage applicants to apply online at [www.vacancies.st-andrews.ac.uk/welcome.aspx](http://www.vacancies.st-andrews.ac.uk/welcome.aspx), however if you are unable to do this, please call +44 (0)1334 462571 for a paper application form.

For all applications, please quote ref: **AO9683GB**

Equality, diversity and inclusion are at the heart of the St Andrews experience. We strive to create a fair and inclusive culture demonstrated through our commitment to diversity awards (Athena Swan, Carer Positive, LGBT Charter, Race Charters and Stonewall). We celebrate diversity by promoting profiles of BAME, LGBTIQ+ staff and supporting networks including the Staff BAME Network; Staff with Disabilities Network; Staff LGBTIQ+ Network; and the Staff Parents & Carers Network. Full details available online: <https://www.st-andrews.ac.uk/hr/edi/>

In accordance with the new immigration rules, it is with regret that this role does not meet the current suitability requirements set by the UKVI to enable sponsorship of migrant workers.The University encourages all interested candidates to apply regardless of nationality and all applications received are assessed against the essential and desirable criteria listed in the further particulars.  The successful candidate will have to demonstrate their right to work in the UK prior to commencing employment and where required, obtain the right to work in the UK without relying on University sponsorship.  Information on other visa options is available at [https://www.gov.uk/check-uk-visa](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fcheck-uk-visa&data=04%7C01%7Csg43%40st-andrews.ac.uk%7Cafac7322058645cedc6808da12632e01%7Cf85626cb0da849d3aa5864ef678ef01a%7C0%7C0%7C637842514422631093%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=kM%2F3JwneeNydEuqzYCOGR8Av87sjhFySRETnsBd8Rb8%3D&reserved=0) or by contacting our HR Immigration Team on hrimmigration@st-andrews.ac.uk.

The University of St Andrews is a charity registered in Scotland (No SC013532).

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| **Academic Review Period for New Starts**  |

The University operates a review period of 4 years for all academic appointments. Detailed objectives for Research, Teaching and Service, covering a period up to 4 years, specific to the individual, taking account of the stage of their career at appointment and reasonable expectations for the relevant academic discipline, including workload management, will be agreed with the individual at the time an appointment is offered. The agreement will normally cover:

* Publications Strategy
* Engagement (including public and outreach)
* Grant applications
* Teaching

The review period is intended to be supportive and encouraging and the University will look for evidence of sustained high quality performance throughout. Details of the scheme can be found on the Human Resources website at:

<http://www.st-andrews.ac.uk/staff/policy/hr/AcademicReviewforNewStartsAllAcademicStaff/>

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| **Obligations as an Employee**  |

You have a duty to carry out your work in a safe manner in order not to endanger yourself or anyone else by your acts or omissions.

You are required to comply with the University health and safety policy as it relates to your work activities, and to take appropriate action in case of an emergency.

You are required to undertake the Information Security Essentials computer-based training course and adhere to its principles alongside related University Policy and Regulations.

You are responsible for applying the University’s equality and diversity policies and principles in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own area of work/activities.

You should be adaptable to change, and be willing to acquire new skills and knowledge as applicable to the needs of the role.

You may, with reasonable notice, be required to work within other Schools/Units within the University of St Andrews.

You have the responsibility to engage with the University’s environmental sustainability strategy, committing the University to reach net-zero by 2035.

You are required to engage with the technology, systems and communication channels necessary for you to undertake your work and must update your personal details via HR Self Service whenever there is a change.

Employees with staff management responsibilities must familiarize themselves with appropriate policies.

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|  **Who Are We? St Andrews At a Glance**  |

The third oldest university in the English-speaking world

Ranked top UK university in the [Times and Sunday Times Good University Guide 2022](https://news.st-andrews.ac.uk/archive/top-of-the-class/)

Twice named [University of the Year](https://news.st-andrews.ac.uk/archive/st-andrews-named-university-of-the-year/)

Consistently ranked [one of the UK’s top five universities](https://www.thecompleteuniversityguide.co.uk/league-tables/rankings) and top in Scotland in the *Complete University Guide*

Top in the UK for [student satisfaction](https://news.st-andrews.ac.uk/archive/st-andrews-top-for-student-experience-2/)

Research-intensive – ranked 3rd in Scotland and 28th in the UK in [UK Research Excellence Framework](https://www.ref.ac.uk/)

Athena SWAN [Bronze Award holder](https://news.st-andrews.ac.uk/archive/athena-swan-awards/)

[Strategy](https://www.st-andrews.ac.uk/about/governance/university-strategy/) founded on ambition to be World-Leading, Diverse, Global, Entrepreneurial and Socially Responsible

Committed to sustainability and [aiming for Net Zero by 2035](https://www.st-andrews.ac.uk/sustainability/)

More than 9000 students and 3000 staff

Highly international – more than 45% of students and staff are from outwith the UK

A non-campus university, closely integrated with the ancient town of St Andrews

Top quality [sports](https://www.st-andrews.ac.uk/sport/), [music](https://www.st-andrews.ac.uk/music/) and [nursery](https://www.st-andrews.ac.uk/hr/edi/carers/childcare/nurseries/) facilities for staff and students

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|  **The University & Town**  |

Founded in the early 15th century, St Andrews is Scotland’s first university and one of the oldest in the world.

Situated on the east coast of Scotland and framed by countryside, beaches and cliffs, [the town of St Andrews](https://en.wikipedia.org/wiki/St_Andrews) was once the centre of the nation’s political and religious life. Today, it’s a vibrant academic town with a distinctively cosmopolitan feel where students and university staff account for more than half of the local population.

The University of St Andrews is a diverse and international community of almost 13,000 students and staff, typically of more than 140 nationalities. It has more than 10,000 students, just over 8000 of them undergraduates, and employs approximately 3000 staff, made up of c1350 in the academic job families and c1650 in the non-academic job families.

Under the leadership of current [Principal Professor Sally Mapstone](https://www.st-andrews.ac.uk/about/governance/key-officials/principal/), the University’s [Strategy (2018-23)](https://www.st-andrews.ac.uk/about/governance/university-strategy/) is to broaden its global influence, become more diverse and consolidate its current position as the top UK university ([Times and Sunday Times Good University Guide 2022](https://news.st-andrews.ac.uk/archive/top-of-the-class/)).

The Strategy sets out the University’s ambitions to grow its international profile, champion diversity and inclusivity, expand its portfolio of world-leading research, develop stronger links with industry, and embed a culture of entrepreneurship among students and staff.

St Andrews has placed social responsibility at the heart of the Strategy, with a pledge to manage growth in student numbers, foster a growing culture of sustainability, and pursue a research and teaching agenda for the wider public good.

The University is one of Europe’s most research-intensive seats of learning. In the [Research Excellence Framework (REF 2021)](https://www.ref.ac.uk/) more than 88% of research carried out by the University of St Andrews is world-leading or internationally excellent. REF found that the overall quality of research at St Andrews had increased by 5.7% since the last assessment exercise in 2014.

St Andrews was ranked the top university in the UK in [The Times and Sunday Times Good University Guide 2022](https://www.thetimes.co.uk/article/good-university-guide-in-full-tp6dzs7wn): this is the first time in the history of the Guide, and UK university league tables in general, that a university other than Oxford or Cambridge has topped the rankings. St Andrews has consistently been ranked one of the UK’s top five universities in league tables compiled by [The Times and The Sunday Times](https://www.thetimes.co.uk/article/good-university-guide-in-full-tp6dzs7wn), [The Guardian](https://www.theguardian.com/education/universityguide) and the [Complete University Guide](https://www.thecompleteuniversityguide.co.uk/league-tables/rankings).

It is the third year that St Andrews has challenged the Oxbridge rankings, coming [second to Cambridge in 2020](https://news.st-andrews.ac.uk/archive/staff-and-students-help-st-andrews-to-league-table-first/) and [second to Oxford in 2021](https://news.st-andrews.ac.uk/archive/university-challenged-st-andrews-breaks-oxbridge/). It has frequently been rated the leading university in Scotland for [teaching quality and academic experience](https://news.st-andrews.ac.uk/archive/st-andrews-scoops-top-teaching-award/), and in the [National Student Survey 2021](https://news.st-andrews.ac.uk/archive/st-andrews-top-for-student-experience-2/) was the leading mainstream UK university for student satisfaction for the thirteenth year in a row.

In international and world rankings the University of St Andrews scores highly for teaching quality, research, international outlook and citations. It is a World Top 100 institution in the [QS World University Rankings 2022](https://www.topuniversities.com/university-rankings/world-university-rankings/2022).

St Andrews’ reputation for teaching, research and student satisfaction make it one of the most sought-after destinations for prospective students from the UK, Europe and overseas.

The University typically averages 12 applications per place and has not offered Clearing places for more than a decade. St Andrews has highly challenging academic entry requirements to attract only the most academically potent students in the Arts, Sciences, Medicine and Divinity.

St Andrews holds an Institutional [Athena SWAN Bronze Award](https://news.st-andrews.ac.uk/archive/athena-swan-awards/). Sixteen Schools hold [Bronze Awards](https://news.st-andrews.ac.uk/archive/university-secures-gender-equality-awards/), while the Schools of Physics & Astronomy and Psychology & Neuroscience have achieved [Athena SWAN Silver Awards](https://www.st-andrews.ac.uk/hr/edi/sex_gender/athenaswansupport/), and the School of Biology holds a [Gold Award](https://biology.st-andrews.ac.uk/edi/2021/05/10/school-of-biology-receives-an-athena-swan-gold-award/).