IMPERIAL

Principal Teaching Fellow (Educational Partnerships)

Department/Division/Faculty:	Faculty of Medicine Centre, Faculty of Medicine
Campus/Location:	South Kensington Campus
Job Family/Level:	Learning and Teaching, Principal Teaching Fellow
Responsible to:	Associate Dean Educational Partnerships
Line management for:	Teaching Fellows within the Education Partnerships Team
Key working Relationships (Internal):	Principal Teaching Fellow (Educational Partnerships), FoM Vice-Dean (Education); Head of Imperial College School of Medicine, Head of Pears Cumbria School of Medicine; Head of Education Partnerships, Educational Partnerships team, Academic Staff from ICSM and PCSM, Lifelong Learning and Enterprise Colleagues and academic and administrative colleagues across the Faculty of Medicine
Key Working Relationships (External):	Academic and administrative colleagues across the NHS Trusts, LKCMedicine and any external Partners
Contract type:	Part-time or Full-time, Fixed-term for 12 months (0.8 – 1 FTE)

Purpose of the Post

Forming an integral part of the Faculty of Medicine's Faculty Education Office, the Educational Partnerships team is responsible for the delivery of the faculty's global educational partnership activities. Further information can be found here: https://www.imperial.ac.uk/medicine/partnership/collaborative-partnerships-office/.

Imperial College Faculty of Medicine has a number of collaborations internationally and nationally. As a member of the educational partnerships team, you will be primarily involved in prospective and new partnerships.

For new partnerships, the Principal Clinical Teaching Fellow will co-lead curriculum development and work across Academic, Operational and Project Management workstreams to ensure that activities and inputs are consistent and aligned to broader project objectives. The postholder will be an integral part of the Academic team contributing to curriculum development, the creation of teaching materials and establishment of assessment and monitoring process. The post holder will work with the Administration & Operations team to inform a robust and appropriate supporting infrastructure and will work as part of the Project Management Team, contributing to the smooth delivery of the project as a whole.

The Principal Clinical Teaching Fellow will also lead Faculty Development training for international partners. This will include delivery of existing teaching materials and development of bespoke courses and materials for partners.

This is an exciting opportunity for experienced medical educators looking to broaden their experience through engagement with complex educational projects. While the role is primarily education focused, opportunity will be provided to engage and develop broader business, project management and planning skills from the outset.

Key Responsibilities

Curriculum Development, Teaching and Learning

- To provide leadership in planning of curriculum and programme of assessment.
- Provide leadership in curriculum design, delivery and review, liaising closely with partnership colleagues.
- To deliver Imperial's responsibilities in relating to the creation and maintenance of curriculum and assessment (for example: learning outcomes, assessments, and learning resources/ materials where required).
- To liaise with and support scientists, clinicians and educationalists working on the curriculum in their development of educational material.
- Apply experience and scholarly knowledge of educational theory to advise senior colleagues and contribute to the design of the curriculum.
- Liaise with educational partnership educational/subject leadership to achieve the highest quality and appropriate outcomes.
- Ensure appropriate authentic clinical assessment practice and support the design and development of new assessments.
- To engage with and receive feedback and advice from a range of our local stakeholders.
- To work with operational colleagues to consider the resources required to support the development and delivery of teaching, with professional development opportunities for the new School faculty staff.
- To design and deliver faculty development for partners
- Work with academic and professional services staff to support the development of partnerships and placements
- Work closely with the digital teams within College to design and develop engaging, interactive and instructionally sound digital learning materials
- Embrace digital learning including the use of AI in medical education
- Use a range of blended pedagogies to design and implement unique and innovative curricula

Educational Collaboration

- To work with the Associate Dean for Educational Partnerships, the Head of Education Partnerships and the Educational Partnerships managers to evaluate new collaborative proposals
- Participate in the design and delivery of Imperial's responsibilities in any new partnerships ventures with other institutions that arise during the appointment.
- Participate in additional collaborative activities Imperial undertakes during the Collaboration
- Participate in the design and delivery of Imperial's responsibilities in any new partnerships ventures with other institutions that arise during the appointment.
- Apply experience and scholarly knowledge of educational theory to advise colleagues where appropriate
- Ensure collaborative education materials are culturally appropriate to the local partner
- Develop excellent working relationships demonstrating educational leadership

Research, Scholarship and Professional Development

- The post holder is encouraged to undertake educational research and evaluation projects and publish and present their work
- Regularly evaluate own teaching practice and teaching practice within Educational Projects
- Reflect on practice and the development of own learning skills
- Remain professional in practice and maintain knowledge in own specialist area
- Gain awareness of current initiatives and developments in education both nationally and internationally
- Apply knowledge acquired from scholarship to development and improvement of educational material and learning and teaching approaches in educational partnership activities

Managerial and Governance duties

- Manage work packages and supervise the work of Teaching Fellows as required
- Support the Teaching Fellows to develop teaching and leadership skills
- Work closely with the Associate Dean and educational partners to manage the academic components of the collaboration.
- Work closely with the Operational Lead, project manager and collaborative partnerships team to manage the academic components of the collaboration.
- Make regular presentations on the progress of curriculum development and/or various curriculum matters at various meetings.
- Work with colleagues involved in teaching and learning at Imperial College to ensure appropriate knowledge transfer between London and collaborative partner institutions.
- Represent Imperial College at relevant educational partnership meetings
- Represent Imperial College at regular meetings including Staff student liaison, academic and professionalism monitoring committees to ensure student wellbeing and to enhance student experience at LKCMedicine.
- Make regular presentations on matters related to Collaborative activities at various meetings, seminars, and Away Days.

Project Management, Administration, Committees and Meetings

- Attend meetings as requested by the Associate Dean and Project Team
- Chair meetings and manage work packages.
- Prepare high quality reports and presentation materials when required
- Work within project timelines and scope in order to timely delivery

Other Duties

- May require international travel
- May require early morning meetings
- Will require attendance and participation in internal and external meetings as required

Person Specification

Requirements Candidates/post holders will be expected to demonstrate the following:	**Essential (E)/ Desirable (D)**
Education	
Hold a MBBS/MBChB or equivalent degree	E
Higher degree or other postgraduate qualification in medical education	E
Full registration with the General Medical Council	E
Experience of holding a higher-level clinical post	D
Hold membership qualification or equivalent	D
Knowledge & Experience	
Experience in medical education, including responsibility for areas of teaching activity in a medical school	E
Evidence of the successful delivery of teaching, including developing teaching materials	E
Knowledge of a range of teaching and learning methods and techniques and how these can be utilised and applied in medical education.	E
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Ability to manage and successfully deliver project outcomes by prioritising a heavy workload.	E
Optimal utilisation of resources e.g. efficient use of time, materials, etc.	E
Specialist knowledge in the relevant discipline and of teaching methods and techniques within own area.	E
Working knowledge of scholarly activities related to subject area and relating to student learning, teaching, assessment and course design in education	E
Prior contribution to the planning, design and development of curriculum and assessment	E

Evidence of research, evaluation of teaching, applied critical reasoning and peer-reviewed publication	D

Research & Scholarship

Reflect on practice and the development of own teaching and learning skills	E
Engage in medical education related research and other scholarly activities	D
Apply knowledge acquired from scholarship to teaching	E

Skills & Abilities

Excellent oral and written communication skills	E
Proven expertise in using Microsoft Office applications	E
Can work well as part of a busy project team	E
Can work under pressure of multiple deadlines and conflicting priorities	E
Calm and empathetic and holds the values of professional practice as set out by the GMC	E
Good team working and leadership skills	E
Ability to communicate effectively with other members of the Department, Division and Faculty	E
Evidence of good personal time management	E
Ability to work both independently and collaboratively	E
Ability to design courses and materials and contribute to curriculum development	E
Knowledge and experience of learning technologies and their use in higher education.	E
Relevant experience of working in digital learning or in a teaching and learning environment.	E

Further Information

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Our values are at the root of everything we do and everyone in our community is expected to demonstrate Imperial:

- Respect
- Collaboration
- Excellence
- Integrity
- Innovation

Employees are also required to comply with all Imperial policies and regulations.

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We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. You can read more about our commitment on our webpages.

02/11/2026