BSAVA ROLE DESCRIPTION

Department	Continuing Education (CE)
Job title	Academic Tutor
Manager	This role reports to the Lead Academic Tutor
Hours	10 hours per week

BSAVA's Purpose
To drive excellence in veterinary practice to improve the health and welfare of small animals.

BSAVA's Mission
To enable the community of small animal veterinary professionals to develop their knowledge and skills through leading-edge education, scientific research and collaboration.

Job Purpose (including how the role relates to BSAVA's organisational purpose):

This role will assist in the delivery and development of the BSAVA Postgraduate Certificates Programmes.

As BSAVA staff, we all have a responsibility to uphold the Association's values. We expect all staff to always maintain and promote our values, which are to:
- Nurture and support our communities
- Aim for excellence in all that we do
- Strive to be bold and innovative
- Be accountable and trustworthy
- Be rigorous and evidence led

Staff management responsibility:
None

Special conditions:
Your work location will be outlined in your employment contract. The post holder is expected to work remotely. This is a part time position (10 hours / week). There is some flexibility in when these hours may be worked, but some evening work may be required.

Main duties and responsibilities:
To provide assistance during the delivery and ongoing development of the postgraduate certificate programmes, including:
- Marking online activities and critical review submissions; providing appropriate constructive feedback to students.

- Moderation of and contribution to the discussion forums, requesting subject-matter support from speaker and/or Programme Coordinator when required.
- Scrutinising online activities to ensure they are relevant and clear, including in response to concerns raised by students.
- Aid senior staff when commissioning material for online resources and activities.
- Be responsible for relevant sections of the online learning platform and update as required.
- Updating the online resources for the certificate programmes to ensure that the learning material remains current.
- Proofreading any new or updated materials provided by speakers and comparing them to intended learning outcomes for the unit.
  When required, schedule and host synchronous online activities e.g. webinars, in conjunction with the Education team at Woodrow House.
- To contribute to the academic administration of the BSAVA Postgraduate Certificate Awards as requested by the department managers.

Other Responsibilities
Stay up to date with advances in learning technology and Artificial Intelligence (AI)
Perform other such duties as reasonably required and that are within the scope of your role.

Person Specification

	Essential requirements	**Desirable requirements**
Qualifications	- Degree in Veterinary Medicine - Postgraduate clinical qualification in Small Animal Surgery	- RCVS, European or American Diploma or equivalent - Residency trained - Postgraduate qualification in veterinary education or teaching
Experience	- Experience in the field of veterinary education - Experience providing constructive feedback	- Familiarity with online learning platforms and virtual facilitation. - Currently practicing as a veterinary surgeon
Knowledge and skills	- Strong written and verbal communication - Current knowledge and understanding of small animal first opinion veterinary practice in the UK - Ability to work independently and part of a team - Ability to provide effective, structured feedback	Understanding of adult learning principles, and other relevant pedagogical approaches
Personal qualities	Proactive and self-motivated	

	• Values collaboration and team building • Strives for high-quality work • A flexible attitude to work • A good communicator • Honest and dependable	