## JOB DESCRIPTION

Problem-Based Learning Tutor (sessional), Lancaster Medical School

**Vacancy Ref:** A3654

<table>
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<tr>
<th><strong>Job Title:</strong> Problem-Based Learning Tutor (sessional)</th>
<th><strong>Present Grade:</strong> Sessional rate of £68.51 per session (session = 2 hour) Graduate Teaching Assistant Pay scale £31.92 per session</th>
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<td><strong>Department/College:</strong> Lancaster Medical School</td>
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<td><strong>Directly responsible to:</strong> Dr Dawn Goodwin, Director of Problem-Based Learning</td>
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<td><strong>Supervisory responsibility for:</strong> N/A</td>
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**Other contacts**

- **Internal:** Staff in Lancaster Medical School (LMS)
- **External:** N/A

**Major Duties:**
The post holder will undertake small group work and related academic administration in order to support the delivery of the Problem-Based Learning curriculum to undergraduate medical students in Years 1 and 2. This will entail:

- Guiding small groups of students through the PBL process, helping students to identify curriculum content triggered by the scenario and to facilitate discussions around these topics.

- Facilitating ongoing student reflection on their learning and evaluation of group performance.

- Completing all related administration such as registers, absence recording, feedback comments and reporting concerns.

- Being available for all of the teaching sessions on the fixed timetabled dates.

- Participating in review and development of the curriculum, resources and teaching material.

- Attending PBL tutor training and support and development meetings, and engaging in related activities such as peer review.