



Professor / Associate Professor
(Teaching) in Medical Education
and Student Support

CANDIDATE BRIEF

Society
A NORMAN BROADBENT COMPANY



Welcome Letter

Dear colleague,

We are delighted to be able to offer an exciting post at Professorial or Associate Professorial level to a registered doctor, to provide leadership and strategic review of UCL Medical School's MBBS Programme and Progression Support Team. This leadership role will involve delivery and oversight of a large team of support tutors, personal academic tutors and input to progression decisions.

This post is key in the Medical School leadership team, contributing to the Senior Academic Management group and core decision making within the MBBS Programme. We are seeking a dynamic colleague with experience in supporting undergraduate medical students, and a track record in pedagogy and scholarship to continue to drive success in student support and wellbeing.

Please let us know if you would like further information about the role by contacting our search partners at Society.

Yours sincerely,



Professor Faye Gishen

MBBS BSc FRCP EdD PFHEA FAcadMEd MRCPATHME

Director, UCL Medical School | Head of the MBBS Programme |
Consultant Physician



Who we are

Find out about UCL, our values and beliefs, our history and key facts and figures.

Since 1826, we have challenged orthodoxy and applied ourselves to making the world better, seeking to serve society through the generation and application of 'useful' knowledge, with a particular focus on leading interdisciplinary discussion and debate.

UCL is now one of the world's top universities, with broad disciplinary excellence in research, innovation, education and impact. We operate on a large scale and nevertheless deliver exceptional academic performance: an achievement that has few parallels internationally.

We are also a significant contributor to London and to the UK, generating close to £10bn of economic impact each year.

In all this, we strive to exemplify the strong entrepreneurial spirit and desire for equity and justice that inspired our founding.

(Extracted from the foreword to [UCL Strategic Plan 2022-27](#) by Dr Michael Spence, President & Provost)

The Medical School



Educating Doctors Since 1834

We work closely with major teaching hospitals to provide a truly world-class medical education.

Many of our alumni have gone on to become high-profile figures and leaders of the medical profession across the globe, including Presidents of the Royal College of Physicians, the Royal College of Surgeons and Chair of the General Medical Council.

UCL is currently ranked 6th in the world and 1st in London for Medicine by QS World University Subject Rankings (2026) and UCL is ranked 9th in the world (QS 2026).

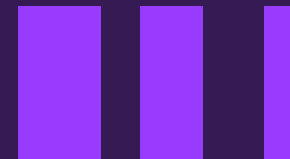
UCL Medical School currently holds Athena Swan Silver status.





UCL's Bicentenary

2026 marks UCL's 200th Anniversary



Here, history happened 200 years ago, when we were the first to admit students regardless of religion or social background, and the first to welcome women into higher education alongside men.



On 11 February 2026, UCL began a year of celebration to mark our Bicentenary. UCL200 will be an exciting and varied programme of activities, events and storytelling, aiming to celebrate and reinforce UCL's commitment to our founding values, highlight the excellence and impact of our groundbreaking work and people.



Expect spectacular opening and closing parties, a major new exhibition, huge student festivals, art installations, new books, performances, and opportunities to learn new skills and give back to London. Everyone is invited to join us, including staff, students, alumni, partners and our local and global communities.



Excellence and impact

UCL is one of the world's top universities, with broad disciplinary excellence in research, innovation, education and impact.

As set out in UCL 2034, and carried through UCL Strategic Plan 2022-27, UCL's work is guided by the following key goals:



Academic leadership grounded in intellectual excellence



An **accessible, publicly engaged organisation** that fosters a lifelong community



A global leader in the **integration of research and education**, underpinning an **inspirational student experience**



London's Global University: In London, of London and for London



Addressing **global challenges** through our disciplinary excellence and distinctive cross-disciplinary approach



Delivering global impact through a network of innovative international activities, collaborations and partnerships.



Rankings

UCL is consistently ranked as one of the top ten universities in the world (QS World University Rankings 2010-2025) and is No.2 in the UK for research power (Research Excellence Framework 2021).

As well as ranking in the top 10 universities globally, UCL is leading in the key UK league tables, including The Times Good University Guide, The Guardian University Guide and The Complete University Guide. Find out more below.

#9 in the World

[QS World University Rankings 2026](#)

#2 for Research Power

[Research Excellence Framework 2021 \(REF\)](#)

Purpose, Vision, and Values



Find out about the culture and values guiding our decisions, interactions and our work at UCL.

UCL is committed to fostering a culture of trust and mutual accountability.

Our four value clusters are set out in our [Strategic Plan 2022-2027](#), alongside our [Vision and Mission](#). They shape the ways in which we exercise our academic freedom and nurture our global community. They are:



Integrity and mutual accountability



Openness and inclusion



Care and respect



Rigour and innovation



We aim to create an environment that enables academic rigour and intellectual innovation to thrive and where our staff and students feel supported to learn and work as part of a dynamic and mutually respectful community.



Dr Michael Spence
President and Provost



Equality, Diversity, and Inclusion

Think differently, do differently.

UCL is an equal opportunities employer. We are committed to appointing and welcoming individuals from a wide range of backgrounds, lived experiences, and cultures.



Steering groups & social networks



Support for Students, Staff and Managers



Dignity at UCL



Equality, Diversity & Inclusion Training

Job Description



Associate Professor (Teaching) / Professor (Teaching) in Medical Education and Student Support

Department: Medical School

Grade: 9 or 10

Hours: 0.6 FTE

Location: Bloomsbury

Reports to: Director of UCL
Medical School.

interview date: 1st July



Context

[UCL Medical School \(UCLMS\)](#) is committed to excellence in undergraduate and postgraduate education and has a strong reputation for teaching and curriculum development, underpinned by scientific and educational research

UCL has been educating doctors and scientists in since 1834 and currently graduates 330 UCL doctors every year. UCL is 6th in the world for Medicine and No.1 in London (QS World University. Rankings by Subject 2026). We are top in the UK for research power in Life and Medical Sciences (Research Excellence Framework 2021).

UCL Medical School is one of the six Divisions and Institutes of the UCL Faculty of Medical Sciences.

Our MBBS is very prestigious and many UCL Medical School alumni have gone on to become globally high-profile figures and medical leaders.



Main Purpose of the Job

The main purpose of this post is to provide leadership and development of UCL Medical School's MBBS Programme and Progression Support Team. This includes supervision and support of a team of MBBS tutors, oversight of the academic progression, academic support and welfare of MBBS students, and ensuring compliance with GMC and other requirements specific to this professionally regulated programme. Within their job plan, the post holder will provide the UCL role of Divisional Tutor responsible for academic support and student welfare and working closely with the Faculty Tutor to ensure students are supported and progress through the programme in accordance with UCL's regulations and policies.

There is a well-established team of experienced MBBS Tutors who are available to advise students on course interventions, health concerns, personal and pastoral issues, elective planning, fitness to practise and raising concerns. The successful candidate, alongside a Deputy Divisional Tutor who manages personal academic tutoring, will be responsible for managing the team of 8 MBBS Tutors, and will also have strategic oversight of the work of the Personal Academic Tutors across the MBBS Programme.

This position is an integral part of the Medical School leadership, contributing to the Senior Academic Management group and core decision-making within the MBBS Programme.

The successful candidate is expected to have a track record in pedagogy and scholarship with a focus on medical education. The post holder will grow their national and international profile, positioning UCL Medical School at the forefront in the area of student support and wellbeing.



Duties and Responsibilities



Teaching

The postholder will play a key role in the delivery of training and support of all MBBS staff and students around UCL and Medical School policy and procedures relating to student support and wellbeing and academic progression. This will also include:

- Coordinating and supporting the training and development of MBBS Tutors.
- Communicating policy with students and coordinating wellbeing training.
- Contributing to the scholarly activities and cultural life of UCL Medical School, including contributions to Athena Swan and EDI.
- Contributing to the current MBBS Curriculum Review with oversight of student progression.
- Contributing to and preparation towards exam boards.
- Contributing to the divisional teaching and learning strategy.
- Contributing to Quality Assurance & Enhancement.
- Demonstrating a strong commitment to their own personal development



Management

- Managing line reports within UCL policy and procedures, including undertaking annual appraisal and probation meetings where necessary
- Managing, and participating in, the MBBS student clinic system and post exam counselling appointments, including ensuring an appropriate referral system from academic personal tutors.
- Managing and awarding medical school financial assistance bursaries.
- Contributing to the leadership and management of the MBBS programme
- Collaborating and closely liaising with a wide range of staff, including members of the Medical Student Support team, Academic and Year Leads, Assessment team, Admissions team and central UCL Student Services



Medical School and Education Research

- Taking part in institutional citizenship e.g. working with the UCL Centre for International Medical Education Collaborations (CIMEC), postgraduate teaching, tutoring and assessments, open days and interviews.
- Developing a robust approach to scholarship within medical education.



Duties and Responsibilities (cont'd)



Strategy, Policy and Governance:

- Ensuring compliance with and support the implementation of UCL policies, standards and procedures, execute strategy and manage risk.
- Developing local policies and procedures to enable compliance with GMC and other requirements specific to UG medicine.
- Ensuring that appropriate actions are taken to manage academic progression including assessment regulations, academic insufficiency, student support plans, learning agreements, fitness to practise, extenuating circumstances, reasonable adjustments, and other factors potentially impacting on students' ability to qualify with a primary medical qualification.
- Attending MBBS and other appropriate committees.
- Keeping abreast and communicating internally with regards to current policy and contribute to development and improvement of teaching and learning across the University.



Quality Assurance

- Ensuring that academic standards are maintained, programmes are continually improved, and that the student experience is high as a result.
- Keeping abreast of annual student feedback data and reviews liaising with student academic representatives and with appropriate peer dialogue.



Programme Development and management

- Participating in MBBS Multiple Mini Interviews and recruitment events.
- Contributing towards assessments, examinations, and Boards of Examiners.
- Synthesising and providing data on the Programme where required.



Other Requirements



The postholder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager or Head of Department/Division.



Providing cover for other colleagues in busy periods or when staff are on annual or sick leave.



Ensuring adherence to UCL's GDPR policy and retention schedules in relation to student data. Keeping abreast of changes to UCL policy/procedure and disseminating procedural information to academic staff and students.



The postholder will actively follow UCL policies including Equal Opportunities policies and be expected to give consideration within their role as to how they can actively advance equality of opportunity and good relations between people who share a relevant protected characteristic and people who do not share it.



The post holder will maintain an awareness and observation of Fire and Health & Safety Regulations.



All academic staff are expected to demonstrate their on-going commitment to academic excellence; that is, to the conduct of research, publication, teaching, enabling and other forms of knowledge transfer, at the highest levels of international achievement. For more information on UCL standards click <http://www.ucl.ac.uk/excellence/>



This job description reflects the present requirements of the post, and as duties and responsibilities develop the job description will be reviewed and be subject to amendment in consultation with the postholder.



The postholder has a responsibility to carry out their duties in a resource efficient way and actively support [UCL's Sustainability Strategy, policies and objectives](#) within the remit of their role.



All staff are invited to contribute to EDI initiatives within the Division to contribute to improving working conditions and opportunities for all.

Person Specification



Note to job applicant: Copy and paste the following criteria into your "Statement in support of your application" and describe underneath each criteria how you meet it, giving examples. You will be scored on how you meet each criteria.

Essential Criteria	Essential or Desirable	Assessment method (Application form/Interview)
Qualifications, experience and knowledge		
Higher academic degree e.g. MD/MS or PhD, or evidence of an equivalent level of attainment in research publications.	E for Prof/ D for Associate Prof	A
A postgraduate qualification or equivalent (for example FHEA status) in education.	E	A/I
A Primary Medical Qualification.	E	A
Experience in medical education scholarship and pedagogy.	E	A/I
Experience of supporting undergraduate healthcare students.	E	A/I
Experience of strategic planning and policy development.	E	A/I
Experience of teaching at undergraduate and postgraduate levels.	E	A/I
Experience in leadership, management and supervision of colleagues.	E	A/I
Experience of and commitment to multidisciplinary working.	E	A/I
Skills and abilities		
Ability to organise and prioritise workload, to delegate responsibility as appropriate and to supervise staff.	E	A/I
Ability to work effectively within a team environment & on own initiative.	E	A/I
The ability to promote teamwork and motivate colleagues.	E	A/I
Excellent communication skills/verbal and written. Excellent spoken and written English.	E	A/I
Proven research aptitude.	E for Prof/D for Associate Prof	A/I
Personal Attributes		
The highest ethical and professional standards in research and education.	E	A/I
UCL Ways of Working The UCL Ways of Working supports colleagues to be successful and happy at UCL through sharing expectations around how we work – please visit www.ucl.ac.uk/ways-of-working to find out more		
<ul style="list-style-type: none"> Proactively working with other people, teams, partners and functions for the benefit of the wider institution Taking a reflective and flexible approach, seeking effective innovation Making evidence-based, timely decisions 	E	A/I

Contact Us and Apply

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ABOUT NORMAN BROADBENT

Society became part of the Norman Broadbent Group in 2026. Founded in 1979, Norman Broadbent is an established executive search, interim management, board advisory, and leadership consultancy firm. With over 45 years of experience shaping leadership across diverse sectors and functions, we have a proven track record of success supporting SMEs, major brands, household names, and global organisations both in the UK and internationally.

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Applications close on **2nd June 2026** and interviews will be held on **1st July 2026**.

Please [click here](#) to apply.

Equity, Diversity and Inclusion

Your Voice, Our Commitment

ED&I in the workplace is a priority for Norman Broadbent and the organisations we partner with. We are committed to reducing barriers and fostering workplaces where individuals from all backgrounds have equitable access to opportunities.

As part of this commitment, we collect anonymous data to help us track our progress and inform our approach. Our Data Team will be in touch via email with a short, anonymous ED&I monitoring form.

Your input will support us in creating a more inclusive and representative hiring process.