

Academic Lead in Education Practice

Introduction

The Medical Sciences Division is committed to excellence in undergraduate and postgraduate education. The ecosystem in which we deliver education is rapidly evolving, ranging from meeting diverse student needs to the impact of advances in artificial intelligence and digitisation. Such change represents significant opportunities and challenges. There is an exciting opportunity to shape this through the new position of **Academic Lead in Education Practice**, as part of the Divisional academic leadership team in Education. Focusing on taught courses, both undergraduate courses and the division's growing portfolio of postgraduate taught courses (PGT), you would promote expertise in pedagogy, the method and practice of teaching and assessment in this evolving ecosystem, establishing strategy, guidelines and policy to ensure we build on existing best practice across the Division, wider University, and the HE sector more broadly, and are best placed to meet the opportunities and challenges in this area.

This role will provide academic leadership in teaching and assessment, specifically methods and practice, including digital education. You will have the opportunity to guide best practice, including course design, curriculum, delivery and assessment, working with colleagues in the Division and across the collegiate University. This will include a particular focus on the impact of generative artificial intelligence, and helping to develop the Divisional approach to digital education, seeking to maximise opportunity and learning experience and minimise risk. You will also have the opportunity to ensure that, across the Division, we understand the benefits and potential risks of diversifying course and assessment design to meet student needs, and the potential for mixed modes of delivery including online, blended and part-time teaching, for both in-person and remote students. We recognise the need to ensure that our course provision is fit for purpose in terms of the breadth of skills needed for competitive and diverse careers among our students, and you will play a key role in this, including work on new course developments, changes to existing provision, course review, and the development of innovative teaching projects. The **Academic Lead in Education Practice** will be a key part of a small academic leadership team reporting to the Associate Head (Education), supporting the Medical Sciences Division's ambitions to deliver excellence in education. The postholder will contribute to relevant committees and other institutional initiatives as required, including representing the Division at an institutional level.

The Academic Lead will be supported by the professional services staff in the Medical Sciences Divisional Office, including Jane Dale, MSD Head of Education Policy and Planning, and Clare Sheppard, the Senior Education Policy Officer who leads the Taught Degrees and Quality Assurance Team. The Academic Lead will also be expected to engage with a range of relevant stakeholders in the Division and across the University including Brian Marsden (MSD Associate Head for Digital and Information), Damion Young, Head of the MSD Learning Technologies Team, Professor Anne Trefethen (Pro-Vice-Chancellor, Digital), and senior colleagues in the Centre for Teaching and Learning, and in Oxford Lifelong Learning.

The Academic Lead for Education Practice should have a very strong commitment to, and significant relevant experience of teaching and assessment, including method and practice, a clear willingness to support this across the disciplinary breadth of the Medical Sciences Division, and the enthusiasm to meet the current opportunities and challenges of doing so.

This appointment is open only to internal applicants holding an existing contract of employment with the University of Oxford for the duration of the appointment. All applicants will need the support of

their Head of Department to take on this role which is expected to be undertaken alongside existing duties. The time commitment is expected to be 5 hours per week on average, with variation over the year. A Responsibility Allowance is payable (equivalent to [Schedule V](#) – currently £9,090). The appointment will be made for two years in the first instance, with review after one year.

Key duties and responsibilities

1. Provide appropriate leadership for developments in method and practice of teaching and assessment within MSD, advancing best practice guidelines and strategy in this area as it relates to undergraduate and taught graduate education, and advising on the implementation of teaching innovations to ensure they are guided by best practice
2. Identify risks and opportunities in this area through effective horizon scanning
3. Deliver leadership in work relating to the impact of artificial intelligence for course design, curriculum, admissions, delivery, assessment, in collaboration with colleagues across the University
4. Provide leadership as required in digital transformation, and wider course review and design
5. Represent the Medical Science Division's interests in method and practice of teaching at an institutional level by contributing to relevant committees and other institutional initiatives as required. This will include being the Division's representative to the Taught Degrees and Awards Panel, and, subject to need, the University Digital Transformation Project and Online Education Operations Group or equivalents; and contributing to the work of the Division's, Information and Digital committee, Education Forum, Teaching excellence Awards selection Panel, PGT Developments Sub-Committee of GSC, and relevant working groups as these develop.
6. Support development of Divisional strategy in education, working as part of the academic leadership team
7. Deputise as needed for the Associate Head (Education)

Selection Criteria

Essential

1. An academic position in a Department in the University of Oxford Medical Sciences Division and an established teaching profile
2. Significant experience in education and pedagogy with relevant qualifications and a good understanding of best practice and challenges in this area
3. Awareness of and interest in teaching practices far from your own specialty
4. Sustained evidence of excellence in teaching and education, with the use of effective, inclusive and innovative teaching methods
5. A thorough understanding of the affordances and constraints of digital education tools and systems, including the impact and risks of generative AI in an educational context
6. Experience of academic leadership in teaching and educational developments, conducting course review, and examining
7. Experience of effective committee participation (including chairing) and ability to command the respect of colleagues, build consensus and resolve conflicts
8. A collegiate approach to developing policies and resolving problems
9. Demonstrable effectiveness in working with professional services colleagues
10. Ability to balance responsibilities and a clear plan for delivering on the responsibilities of this role alongside others.

Desirable

1. Evidence of scholarly contributions and/or competitively awarded funding in this field
2. Fellowship of Higher Education Academy or equivalent qualification

3. Experience of developing and implementing strategies to achieve long-term goals

This role offers an exciting opportunity for an academic leader to shape Oxford Medical Sciences Division's teaching strategy, raise its profile, and strengthen engagement with key stakeholders.

To apply for this role please send a covering letter setting out your reasons for applying and what you would bring to the role (maximum 3 pages) and CV by email to divoff.jobs@medsci.ox.ac.uk by **12 noon on Friday 24th April 2026**.

If you have any questions about the role, you are welcome to contact Julian Knight, Associate Head of Division for Education (julian.knight@well.ox.ac.uk), or Jane Dale, Head of Education Policy and Planning (jane.dale@medsci.ox.ac.uk)