

## **Responsibilities of School Directors of Teaching and Learning**

With effect from 1 August 2016, School Directors of Teaching and Learning will be responsible for:

- chairing the School Board for Teaching and Learning;
- ensuring that the School plays its full part in fulfilling the University's aims for teaching and learning, as set out in the University Strategy and the Strategy for Learning and Teaching;
- leading the SPELT process in the School including writing the School's Teaching and Learning Plan
- developing and taking responsibility for the School's teaching and learning strategy and associated policies, and their implementation;
- ensuring that the School is engaging fully in University initiatives including enhancement and welcome week, peer mentoring, placements etc;
- taking overall responsibility for quality management and enhancement in the School;
- providing leadership in the teaching, learning and assessment in the taught programmes of the School, including the development of skills and application of TEL;
- providing support for Programme Directors to enable them to take strategic oversight of programme design, delivery and enhancement;
- promoting the identification and dissemination of good practice in the School's teaching and learning, including links with discipline-specific forums;
- liaising, with support from CQSD, with professional and statutory bodies and any other accreditation bodies;
- encouraging and promoting new taught programmes, both undergraduate and postgraduate, and identifying areas in which new programmes might be introduced;
- monitoring the educational portfolio offered by the School, including the success of modules and programmes;
- completing programme approval, amendment and withdrawal process, including submission of documents to the relevant Teaching and Learning Dean and the University Programme Board as appropriate; identifying and promoting joint initiatives in teaching and learning across the subjects within the School and with other Schools;
- undertaking School-level responsibilities in relation to policy and procedures relating to academic engagement and fitness to study;
- undertaking School-level responsibilities in relation to policy and procedures on academic misconduct (except in HBS, where the responsibility is delegated);
- making School-level decisions relating to assessment for prior (experiential) learning;
- operating local procedures for peer review of learning and teaching, including the monitoring at an individual level to ensure that all those involved in teaching and learning are peer reviewed on an annual basis;
- monitoring the implementation of the policy for feedback to students within the School;
- ensuring compliance with penalties for late submission of course work within the School;

- managing Periodic Reviews within the School; writing the response, action plan and one-year follow up report; ensuring actions are undertaken;
- facilitating the effective operation of the student-staff liaison committee, including liaising with RUSU on the number of Course Reps to be elected;
- in cooperation with the Head of School (Heads of Unit in HBS), taking due note of the resource issues and cost effectiveness of module and programme delivery;
- Overseeing the systems and procedures which support teaching and learning including:
  - the School's function as a module provider
  - the Boards of Studies within the School and, in cooperation with other Schools, those whose programmes involve more than one School
  - admissions and recruitment
  - the examination process
  - the maintenance of student records
  - careers education
  - evaluation of and feedback on modules and programmes from students
  - workloads of students and staff (in relation to teaching commitments)
  - liaising with the relevant School Senior Tutor/s on matters relating to the Personal Tutor system and student development activities

# Person Specification

**Job Title:** School Director of Teaching & Learning      **School/Department:**

Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Ability to encourage innovation and reflection.</li> <li>• Ability to identify and tackle issues</li> <li>• Strong administrative and organisation skills.</li> <li>• An ability to work and influence across all disciplines in the School</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to articulate strategic direction and vision</li> <li>• Ability to communicate School and University priorities in a clear, consistent and effective way.</li> <li>• Demonstrate effective leadership qualities</li> <li>• An ability to analyse problems and broker solutions</li> </ul>
<b>Attainment</b>	<ul style="list-style-type: none"> <li>• Appropriate academic credentials to be able to lead teaching and learning developments in the areas covered by the School</li> <li>• Fellowship of the Higher Education Academy</li> </ul>	<ul style="list-style-type: none"> <li>• Senior Fellowship of the Higher Education Academy</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A good understanding of the School's T&amp;L provision</li> <li>• A good understanding of the major issues affecting HE in general</li> </ul>	<ul style="list-style-type: none"> <li>• A good understanding of University policies and procedures relating to T&amp;L</li> <li>• An interest in T&amp;L pedagogy</li> </ul>

	<ul style="list-style-type: none"> <li>• A good understanding of the key T&amp;L-related challenges faced by the School</li> <li>• An empathy for subjects across the whole School range</li> </ul>	
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• A previous administrative role within the Department or School</li> <li>• Personal innovation in T&amp;L</li> <li>• Track record of effective teaching</li> <li>• Module/programme design</li> </ul>	<ul style="list-style-type: none"> <li>• programme directorship</li> <li>• external examining or other external engagements that relate to T&amp;L</li> <li>• Implementing successful T&amp;L change</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Inspire and motivate others</li> <li>• Committed to enhancing the effectiveness of T&amp;L and tackling difficult T&amp;L issues.</li> <li>• Be a role model of University Values and Behaviours.</li> </ul>	<ul style="list-style-type: none"> <li>• Interested in developing further in a leadership role.</li> <li>• Proactive approach to issues</li> </ul>
<b>Other</b>		
Detail any specific requirements not covered by the above.		

Completed by:

Date: