**School Director of Postgraduate Taught Studies**

The Director of Postgraduate Taught Studies acts as the key focal point within each school for co-ordinating and championing PGT programme initiatives. The role serves to support the School Director of Teaching and Learning by enabling a more dedicated focus on PGT provision than could be provided by the SDTL. (Within Henley Business School, the equivalent role is that of Programme Area Director). The precise nature of the role will vary from School to School, according to the scale and scope of PGT provision, but key features of the role will include:

1. Liaison and cooperation with colleagues, both within the School and across the University more widely, to develop PGT provision and promote recruitment:

* To be an active member of the School Directors of PGT Studies Community of Practice, and to liaise with colleagues in equivalent roles across the University;
* To liaise with relevant parties to ensure that academic learning resources of an appropriate quality are available to support their Programmes;
* In cooperation with Director of PGT Studies counterparts in other schools, supporting and facilitating programme initiatives which involve more than one school

1. To provide leadership in the development and enhancement of PGT provision within the School, and to be actively involved in championing initiatives designed to:

* Improve the level of student recruitment onto postgraduate taught programmes;
* Increase levels of student satisfaction with postgraduate taught provision, as measured by PTES surveys;
* Promote a more diverse student body, including the provision of programmes that are more easily accessible to in-career professionals seeking part-time and/or on-line modes of study;

1. To maintain oversight of the PGT programmes offered within the School (eg. by chairing meetings of postgraduate programme teams, including Programme Directors) and to ensure that quality assurance procedures are functioning effectively with regard to:

* International partnerships and overseas programme provision;
* Examinations and assessment processes;
* The production and scrutiny of Annual Programme Reports;
* The appointment of, and liaison with, external examiners;
* The preparation for, and response to, Periodic Review or external accreditation events.

Notes:

1. School Directors of PGT Studies will be appointed by Heads of School, for a term of four years in the first instance.