

## DUTIES OF THE DIRECTOR OF TEACHING AND LEARNING

The Director of Teaching and Learning will report to the Head of School and be part of the School's senior management team.

The duties of the Director will be combined with those of an academic member of faculty and could also be combined with those of another Director or Head of Department in the School. Normally, the Director of Teaching and Learning will hold no more than two substantive responsibilities.

The Head of School will be responsible for academic members of the School. However, the Head of School may delegate some line management activities to the Director although the Head of School will retain accountability to the University for their management and development.

The Director will work closely and collaboratively with Heads of Department (where applicable), fellow Directors from within and across Schools, Pro-Vice-Chancellors and relevant Professional Services colleagues, in the management of teaching and learning and the curriculum in support of the University's strategic aims.

The specific purpose of the role of Director of Teaching & Learning will be to assist the Head of School in ensuring that the University's and School's strategic and operational plans for taught provision are achieved, to include meeting the growth agenda. S/he will provide leadership in developing new initiatives and contributing to the formulation of University policy on matters relevant to teaching and learning, under the direction of the PVC (Teaching and Learning).

### **The key duties of the Director will be to:**

1. **Strategic development of the curriculum:** (i) Develop and manage a sustainable academic portfolio for full and part-time programmes in the School in accordance with School plans; (ii) ensure that teaching and learning flourishes across Departmental and School boundaries; (iii) ensure the dissemination of teaching and learning good practice, drawing on international, national and local developments; (iv) work with the Head of the Teaching and Learning Development Unit in the development of the delivery of School's teaching and learning strategy.
2. **Management of the curriculum:** (i) Ensure that the development of curricula within the School are consistent with the University's requirements, recruitment and retention strategies and frameworks for taught programmes; (ii) ensure that all aspects of the University's quality assurance and enhancement processes are undertaken in the development of curricula within the School; (iii) monitor the recruitment, progress and results of taught programmes within the Director's remit, working closely with Heads of Departments, programme convenors and members of the Student and Academic Services Division in taking action to assure, enhance and promote the academic quality of those programmes; (iv) participate in validation events for new or revalidated programmes and ensure that conditions set for final approval are met; (v) oversee the enhancement of learning, teaching and assessment practices within the School and liaise with Departments to support the development of teaching, learning and assessment, within approved University frameworks.

3. **Marketing, recruitment and admissions:** (i) Oversee the marketing, recruitment and admissions procedures for taught programmes within the School, working with Heads of Departments (where applicable) and Admissions Tutors in conjunction with relevant professional services teams including the Admissions Office and Student Recruitment Services; (ii) work closely with the Head of School, School Administrative Officer, Head of Student Recruitment Services, Director of Communications and other professional services staff in ensuring effective marketing and student recruitment using various tools, e.g. the web; (iii) work with the School Administrative Officer and Heads of Department (where applicable) in developing relevant content for publication in print, web and other forms in conjunction with the Publications and Branding Team in the Communications Division; (iv) work with the Alumni and Development Office on building relationships with the School's alumni.
4. **Retention and widening participation:** (i) Help develop, implement and monitor effective School retention and widening participation strategies which are consistent with the University's strategies, working with the PVC (Teaching and Learning) and other colleagues; (ii) work with the School's Director of Student Experience and colleagues in the Student and Academic Services Division to ensure that the necessary procedures are in place to reduce the non-completion rates of all full-time students, including students from socio-economically disadvantaged backgrounds, disabled and mature students within the School by addressing recruitment and admissions entry and induction, student support and retention, curriculum and organisational change.
5. **Management of student issues:** (i) Approve, in accordance with the relevant regulations, matters relating to individual students such as transfer of programmes, and variation of the curriculum; (ii) liaise with the Director of Doctoral Studies in relation to support for postgraduate research students working as tutors; (iii) liaise with the Director of Doctoral Research in relation to taught provision for research students.
6. **Employability:** Contribute as a key player to the University's employability agenda for students.
7. **School Management Team:** Contribute as a key player to the School's management team in its planning, implementation, monitoring and review of strategic and operational plans, liaising with other colleagues as appropriate, taking the lead for taught programmes.
8. **School and University Committees and working groups:** Chair the School Teaching and Learning Committee, ex officio membership of Teaching and Learning Committee, and participate in and/or chair formal School and University Committees as required, contributing expertise in relation to taught programmes to the wider university.
9. **Staff development:** Contribute to the formulation and implementation of plans for the development of staff in areas relevant to taught programmes.
10. The Schools will be a new entity and therefore the duties of the Director may be developed and/or revised by the Head of School in conjunction with the Pro-Vice-Chancellor and with advice from Human Resources.

**Period of Appointment:**

The normal expectation will be for a Director to undertake the duties for three years, with the possibility of an extension for up to a further three years. The Head of School will appraise the Director annually and confirm continuation in the role on an annual basis.

**Time Allocation:**

The Head of School will reasonably determine the nominal workload for the Directors in his/her School.

**Criteria for assessing candidates for the Directorship**

- a. Experience of and commitment to academic leadership and management.
- b. Academic credibility with a track record of excellence in teaching.
- c. Sound understanding of national and international expectations of good curriculum design and development.
- d. Sound understanding of recruitment and admissions, retention and widening participation.
- e. Sound understanding of quality assurance and enhancement issues;
- f. Ability to innovate in relation to the development of the School's taught programmes.
- g. Understanding of current issues in Higher Education.
- h. Excellent inter-personal and communications skills.
- i. Team player with a co-operative approach to colleagues.
- j. Adaptable to change.
- k. Resilient under pressure.

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