

# **School of Social Sciences**

## **Director for Teaching & Learning**

### **Core Post Objectives**

The post holder will be responsible for developing and achieving a strategy for Teaching & Learning and the Student Experience (UG and PGT) in the School in accordance with the Faculty's overall strategy, and for providing leadership to academic and administrative colleagues within the School in the furtherance of the strategy.

Core strategic objectives will be to provide support in the following areas:

- a) An overview of UG and PGT admissions and recruitment
- b) Enhance and promote the quality of SoSS undergraduate (UG) and postgraduate taught (PGT) Teaching & Learning and the Student Experience.
- c) Advise HoS, SEG and SPRC on strategic matters concerning UG and PGT Teaching & Learning and the Student Experience
- d) Advise HoS, SEG and SPRC on UG and PGT recruitment and admissions.
- e) Lead on strategic tasks/projects devolved by the HoS in line with the School's Strategic Plan (relating to Teaching & Learning)
- f) Represent the School and HoS within the Faculty, University and elsewhere.

### **Term of Post**

Normally three years, at 0.8 FTE

### **Responsibilities**

#### ***Strategy***

- Have a strategic overview of UG/PGT recruitment, fees, admissions (including widening participation), teaching and learning and liaise with appropriate Faculty/University directorates to develop the School's strategic plan in these areas
- Taking a lead on strategic initiatives, policy solutions, new procedures etc, in relation to Teaching and Learning, and consistent with and the Social Responsibility agenda more widely.
- Advise the Head of School, Heads of Discipline Areas, Directors and PSS staff in order to develop and manage a School Learning, Teaching and Assessment Strategy and its implementation
- Promote a context within the School that values and rewards excellence in teaching and learning and promotes innovation (through e.g., Distance/blended learning and other forms of "distributed" learning).
- Promote applications for Faculty, University and external teaching funds
- Advise UG/PGT Programme Directors to ensure that the portfolio of programmes is regularly reviewed and revised to reflect pedagogic and subject developments as well as student demand

#### ***Quality/Regulatory***

- Implement quality assurance and enhancement policies and oversee periodic quality assurance procedures (curriculum/annual review, five-year review, portfolio review, programme amendments etc)
- Monitor and respond to National Student Survey, PTeS and other mechanisms

- Input to development of the School's Student Experience Action Plan and attend bi-annual meetings with Faculty representatives to discuss the plan.
- Provide advice and guidance, as appropriate, on all new programme proposals.
- Provide academic input when required concerning academic appeals, complaints and plagiarism
- Consider and implement new policies, procedures and guidance issued from the Faculty, University, HEFCE, QAA and other bodies, that affect teaching provision in the School
- Oversee the activities of relevant School committees, including Exam Boards and Mitigating Circumstances committees

### ***Communication & Reporting Lines***

- Chair the School UG and PGT (or equivalent T&L) Committee(s).
- Act as liaison between University, Faculty, School and Discipline Areas on strategic issues related to teaching and learning
- Participate in relevant Faculty Committees.
- Have an active role in shaping Faculty and University policy on Teaching and Learning and the Student Experience.
- Participate in SEG, SPRC, SPC, School Board and other governance/management bodies at School, Faculty and University level as a representative of SoSS
- Reporting to: Head of School; SEG; SPRC; School Board; Faculty
- Work closely with: the School's PGR, Research and Social Responsibility and T&L (UG/PGT) Representatives in Discipline Areas
- Communication with: T&L Representatives in Discipline Areas
- Support from: SoSS UG/PGT and UG/PGT Admissions Offices

### **Reward and Recognition**

Director of Teaching & Learning is a significant and demanding role requiring strategic and operational engagement. A significant workload allocation is attributed to this role, together with a one-semester period of research leave on completion of the role (that is in addition to the standard research leave requirements accruing to all academic staff; again teaching replacement costs are covered by the School). The role of Director has been further recognised by School Promotions Committee as contributing 'Service' to the School and demonstrating a senior level of 'Leadership'. Non-pensionable salary enhancement of (currently) c.£5100.

Chris Orme  
March 2014