

FACULTY OF HUMANITIES

Associate Dean, Teaching, Learning and Students (Data)

Job Specification

Overall purpose:

The post holder will be responsible for assisting with and promoting the development and achievement of strategies for teaching, learning and the student experience in the Faculty of Humanities in accordance with the University's overall strategy. In particular, the post holder will be responsible for ensuring that the Faculty's teaching, learning and student experience strategy is appropriately directed by the collation and analysis of data. This post will report to the Vice Dean for Teaching, Learning and Students, working in close collaboration with the Associate Deans for Teaching, Learning and Students, the Head of Teaching, Learning and Student Experience and with relevant Teaching & Learning Directors within Schools.

The role centres on the development and implementation of the Faculty's Teaching & Learning Strategy and Operational Priorities, specifically in the following key areas:

- To undertake a key academic leadership role in the implementation of the proposed Teaching Excellence Framework (TEF), in particular to provide leadership on how we systematically use TEF data and other sources of teaching and learning related data, to evaluate and improve the student experience.
- To lead on the interpretation of and dissemination of teaching and learning data, to colleagues in key leadership roles in our Schools.
 - To provide management for Faculty activities relating to teaching excellence and continuing academic staff development, raising the profile of excellence in teaching across the Faculty.
- To explore and develop effective and innovative approaches to teaching, the learning experience and the curriculum, and develop a framework for embedding best practice in Schools
- To chair Faculty Groups and represent the Faculty on University Groups as requested by the Vice Dean
- To provide academic input as required to Faculty Teaching & Learning operational activity
- To deputise for the Vice Dean as required

Responsible to:

The Vice Dean for Teaching, Learning and Students, Faculty of Humanities.

Key Duties and Responsibilities

- To work with the Vice Dean for Teaching, Learning and Students, the Teaching and Learning Support Services Team, Heads of School and/or appropriate function directors within the Schools on the development and implementation of Faculty strategies for Teaching, Learning and the student experience, and to ensure that Faculty strategy is embedded in academic practice.
- To provide vision, operational, academic and strategic leadership in the management and further development of the analysis of teaching and learning data across the Faculty, working collaboratively with the Faculty's Teaching and Learning Team and the School Directors of Teaching and Learning
- To be able to communicate to different audiences about the data, supporting colleagues to understand and interpret data and inform teaching and learning activities that contribute to the operational delivery of the university/faculty and schoolthe strategic priorities.
- To pro-actively lead on analysis of teaching and learning data for the Faculty of Humanities, to ensure that the Faculty optimises its use of TEF data and other sources of teaching and learning related data, to improve the student experience, to support the delivery of Faculty strategy and operational priorities.
- Chair or be a member of Faculty and University committees and groups on issues related to teaching and learning. Associate Deans will be expected to represent the Faculty on management groups, working groups and steering groups, as appropriate and to engage colleagues across Humanities in order to achieve those goals.
- To develop and promote strategically-led initiatives and activities designed to enhance the student experience

- To report regularly to the Vice Dean for Teaching, Learning and Students and when required, provide written accounts for the purposes of reporting and dissemination.
- To chair Faculty Groups and represent the Faculty on University Groups as requested by the Associate Dean
- Through the Vice Dean for Teaching, Learning and Students, to ensure that all taught programmes are devised and delivered in a manner that is in accordance with the University's academic regulatory framework including quality assurance.
- Through the Vice Dean for Teaching, Learning and Students, to work with Heads of School and/or appropriate function directors within the Schools to contribute to review, revision and development of taught programmes and to participate in periodic and/or other reviews as required.
- To contribute to quality assurance activity in other faculties as required within the University's quality framework (e.g. membership of periodic review panels).
- Through the Vice Dean for Teaching, Learning and Students to promote innovative approaches towards the delivery of teaching and, where appropriate, encourage the adoption of successful new practices established elsewhere in the University and the wider sector.
- To contribute to a programme of staff training and development within the Faculty of Humanities, including the Humanities New Academics Programme and, more broadly, to promote the value of training and development amongst academic colleagues in maintaining and enhancing excellence.
- To represent the Vice-President and Dean or the Vice Dean for Teaching, Learning and Students, within the University and externally.
- To undertake such other tasks as may appropriately be devolved by the Vice Dean for Teaching, Learning and Students, in furtherance of the Faculty's strategic plans and objectives.

Person Specification:

The post holder must possess the following skills, knowledge and qualities:

- A clear understanding of Teaching, Learning and Student experience-related goals of the University and Faculty, as well as the current context in which the HE sector operates.
- An understanding of the strategic and operational issues that relate to Teaching & Learning in Humanities
- A significant profile in Teaching & Learning and a track record of excellence in teaching, learning and assessment
- Proven academic leadership and management skills.
- Proven experience of the analysis of metrics within Higher Education
- Demonstrable experience of effective communication about metrics and other data with a range of stakeholders
- Has experience of committee work and the chairing of committees
- Demonstrable experience of working in the student experience environment and delivering successful outcomes.
- A significant profile in teaching and learning matters and an understanding of such issues across the range of the Faculty's academic disciplines.
- Has a commitment to effective and innovative teaching & learning practice and staff development
- A solid understanding of the approach the University takes to quality assurance as it relates to teaching and learning.
- A solid understanding of the approach the University takes to student appeals, complaints and disciplinary matters.
- A successful record of undertaking major academic administrative roles.
- Excellent interpersonal skills.

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