

JOB DESCRIPTION

- Title of Role:** Academic Director of Learning and Teaching Enhancement
- FTE:** 0.6
- Responsible to:** Pro-Vice-Chancellor (Academic) / Chair of the Senate Learning and Teaching Committee (appraisal of this aspect of the role will be by the PVC (Academic))
- Responsible for:** The enhancement of learning and teaching at UEA with a particular emphasis on promoting and disseminating new techniques and learning technologies.

KEY RESPONSIBILITIES

1. Leadership

- 1.1. To provide the University with academic and professional leadership congruent with the University's corporate goal of excellence in teaching.
- 1.2. To be an advocate for and to take a prominent role in the development and fulfilment of the University's Learning and Teaching strategy and disseminating new techniques and learning technologies.
- 1.3. To cultivate *esprit de corps* within the community of Faculty Associate Deans (Learning, Teaching and Quality), School Directors of Learning, Teaching and Quality and other key staff with responsibilities in the learning and teaching area and a common commitment to academic excellence.
- 1.4. To maintain an awareness of external strategic developments and assist the Pro-Vice-Chancellor (Academic) and Executive Deans in the assessment of the impact of external strategic developments on University strategy.
- 1.5. To liaise with the Academic Director of Taught Programmes (ADTP) to ensure that University regulatory frameworks, Codes of Practice, policies and procedures governing undergraduate and postgraduate taught programmes are developed to take account of enhancements in pedagogy, learning support techniques and technology enhanced learning.

2. Academic Excellence

- 2.1. To promote and enhance the quality of the student experience within the University and ensure effective implementation of University policies in relation to teaching, learning, supervision, whilst taking into account the views of students including those put forward by students' representatives.
- 2.2. To encourage creativity and fruitful innovation in teaching that feeds directly into enhancements in student learning and the student experience.

3. **Formal roles**

- 3.1. To be a member of the Learning and Teaching Committee; and to have right of attendance at Senate if not a member of Senate.
- 3.2. To be a member of the Taught Programmes Policy Group and to chair or be a member of other Committees/Working Groups/Project Groups etc., as agreed with the Pro-Vice-Chancellor (Academic).
- 3.3. To assist the PVC (Academic) and/or the ADTP in the formulation of responses on behalf of the University to external consultations.
- 3.4. To lead and co-ordinate the University's work in the development of Massive Open On-line Courses (MOOCs) through the *FutureLearn* platform and to liaise with potential and confirmed project sponsors.
- 3.5. To support the PVC (Academic) and the Academic Director (Taught Programmes) in the development of educational analytics to support learning.
- 3.6. To promote and facilitate via dedicated staff training the optimal use of the University's own Virtual Learning Environment – Blackboard.
- 3.7. To maintain a strategic oversight of the University's activities in developing other on-line learning offerings and to ensure that these are sufficiently disseminated and embedded within our on-campus learning provision.
- 3.8. To ensure that the technological and pedagogical lessons from new initiatives in on-line learning are effectively disseminated.
- 3.9. To lead and to participate in relevant developmental and training events such as academic practice events, presentations and consultations,.
- 3.10. To champion Continuing Professional Development in the sphere of learning enhancement and learning technologies.
- 3.11. To undertake such tasks as might be delegated by the Pro-Vice-Chancellor (Academic).

January 2014