

UNIVERSITY OF EAST ANGLIA



## ROLE DESCRIPTION

<b>TITLE:</b>	School Director (Learning, Teaching and Quality)
<b>REPORTING TO:</b>	The Head of School
<b>FULL-TIME EQUIVALENT:</b>	<b>0.4fte (two days per week)</b>
<b>PERIOD OF APPOINTMENT:</b>	Normally three years, with the possibility of extension or re-appointment for a second term

## OVERVIEW OF ROLE

The School Board authorises the School Director (Learning, Teaching and Quality) to take the necessary actions and decisions throughout the year to secure the effective operation of the School in the area of learning and teaching, exercising the authority delegated by the Head of School. Business of a strategic nature should be brought to the School Board for consideration.

The role of the School Director (Learning, Teaching and Quality) carries significant responsibilities. To assist the discharge of these responsibilities, each School may choose to adopt a local model of ownership appropriate to the size and structure of the School. Thus the responsibilities of the role may be fulfilled:

- by one individual
- by two academics sharing stewardship of the role and dividing responsibility between them, normally between Taught Programmes and Postgraduate Research
- with the assistance of one or more academic staff carrying delegated responsibilities and reporting to the School Director.

Each School may, should it so wish, retain or establish a Teaching Committee to support the School Director (however that role is fulfilled) and more generally to support collective ownership of academic standards and quality enhancement in the School.

In so far as resources permit, the administrative processes which support the School Director in discharging responsibility for academic quality, standards and enhancement will be attended to by Faculty support staff as appropriate.

## RESPONSIBILITIES

- 1. Strategy, academic standards and quality assurance/enhancement**
  - 1.1 To assist the Head of the School and the Board of the School in the development, update and implementation of School learning and teaching strategies within a framework established by the Corporate Plan, University learning and teaching strategies and Faculty strategic plans.

1. 2. To fulfil the responsibilities of the School Director (Learning and Teaching) in accordance with the University's framework for governing learning and teaching, including academic standards, quality assurance and quality enhancement. In so doing:
  - (a) To co-ordinate the work of Module Leaders and Course Directors in the School; to work closely with the Chair of Examiners; and to liaise with the School Director of Research, the Faculty Associate Dean (LTQ) and the University's Learning and Teaching Directors as appropriate and relevant.
  - (b) To take a prominent role, on behalf of the School Board, in (preparations for) internal and external quality assurance/enhancement procedures and events.
  - (c) To co-ordinate the dissemination and implementation across the School of the University's Codes of Practice, policies and procedures with regard to learning, teaching, quality assurance and quality enhancement, including any changes thereto; to foster the spread of good practice in the School in order to enhance the quality of the student experience; and to ensure that appropriate audit trails are maintained and reported to the Head of School, the School Board, the Faculty LTQC and/or other relevant Committees.

## **2. Student Experience**

### **2.1 Staff-Student Liaison Committees**

- 2.1.1 To work alongside the Senior Advisor in ensuring that the Staff-Student Liaison Committee(s) meet(s) and perform(s) its functions effectively in accordance with the University's Code of Practice.
- 2.1.2 To liaise with/be available to student representatives within the School, to facilitate the resolution of their concerns and when appropriate to bring forward to School staff meetings proposals and concerns on their behalf.

### **2.2 Concessions, student evaluation and feedback to students**

- 2.2.1 To consider for approval, to grant approval and to seek concessions against the regulations on behalf of the Head of School where such responsibility has been delegated to the School Director, in accordance with approved procedures.
- 2.2.2 To ensure that the relevant processes for obtaining student evaluation of provision and for feedback to students are implemented.

### **2.3 Research students\***

- 2.3.1 To liaise with the School Directors (Admissions and Research) where appropriate to ensure, on behalf of the Board of the School, that the proposed area of research has been agreed prior to a research student's admission.
- 2.3.2 To ensure, on behalf of the Board of the School and in collaboration with the appropriate School Officers and Faculty administrative staff, that the relevant aspects of the University's Code of Practice for Assuring the Quality of Research Degrees have been carried out.

### **3. Taught provision**

- 3.1 To consider and approve new and updated modules on behalf of the Board of the School.
- 3.2 To consider proposals for new courses and take these forward in accordance with the appropriate procedure.
- 3.3 To liaise with the School Director of Admissions concerning the academic content of the School's provision, and entry requirements.
- 3.4 To ensure that modules and courses are monitored, updated and reviewed on an annual basis, including preparation and update of programme specifications and profiles, in accordance with University procedures.
- 3.5 To liaise with the Faculty Associate Dean (LTQ) regarding the timetable for the regular review of courses and any (re)validation, (re)accreditation and review procedures by relevant Professional and/or Statutory Bodies, where appropriate; to propose the membership of Course Review Panels; and to maintain an overview of the regular review of courses.
- 3.6 To liaise with Professional and Statutory Bodies, where relevant, regarding (re)validation, (re)accreditation and review and to make appropriate arrangements for such reviews.
- 3.7 To liaise with the Chair of Examiners with regard to nomination of external examiners for appointment by the University; to ensure that their annual reports are considered by the School and that draft responses to the reports are prepared.
- 3.8 To ensure that reports are prepared in accordance with University requirements for the School and for the relevant Faculty Associate Dean (LTQ) on the processes referred to in paragraphs 3.4, 3.5, 3.6 and 3.7 above; to consider, on behalf of the School Board, the report and action plan following a course review and to submit the agreed report and action plan to the Faculty Associate Dean (LTQ); to ensure that action plans arising from module and course update and review and/or external reviews of provision are implemented; and to identify areas for staff development that arise from these reviews (including review by Professional and Statutory Bodies).

### **4. Committee Memberships**

- 4.1 To be an ex-officio member of the Faculty's Learning, Teaching and Quality Committee, representing the School to the Faculty/University and the Faculty/University to the School, part of the role being to review, where appropriate, relevant documentation regarding learning, teaching and quality from other Schools within the Faculty.
5. To undertake such other duties appropriate to the role as may be required by the Head of School.

\* **Note** *There are separate procedures with regard to members of staff who undertake research degrees at UEA. The Faculty Associate Dean (LTQ) will ensure that these procedures are undertaken in accordance with regulations and the Code of Practice for Assuring the Quality of Research Degrees.*