

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 include the School's Faculty (the Head or b.f-1.269ci73O(f1HeDirrecto)5.6(r)32.1(o3T-22.21.91 0 10)g will hold no more than two substantive responsibilities.

onsible for academic members of the School. However, the Head of management activities to the Director although the Head of School university for their managa-0.6tor alt2heir m .0634 Tdgva62(hga0p76De)5064co(whaga0p1ab0),dclow 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

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:**

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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