

Admissions Lead (Academic)

Role Summary

Working with the Director of Student Education, the Head of School and the Pro Dean for Student Education, you will play a strategic and coordinating role in developing and communicating the School's admissions policy and strategy and in promoting an inclusive approach to student education.

You will attend the School Taught Student Education Committee and represent the School on the Faculty Recruitment Committee.

You will work collaboratively with marketing colleagues and with admissions colleagues in the Student Education Service in delivering the academic elements of the recruitment strategy and School's offer making strategy in accordance with the SES Student Recruitment roles and responsibilities framework.

Main responsibilities

Leadership and management

- In conjunction with the Head of School and the Director of Student Education develop the School's offer making strategy admissions policy.
- Acting as an ambassador to inspire, enthuse and provide academic expertise and advice, oversee, participate in and provide leadership for, promotional activities and events in support of student recruitment, participation and presentation at School, Faculty and University Open Days, Applicant events, exhibitions and recruitment fairs and outreach and education engagement activities.
- Working collaboratively with relevant teams, oversee the development of the School's recruitment, education engagement and student success plans, monitoring and evaluating progress against targets.

Operational

- Working collaboratively with Student Education Service Admissions colleagues, monitor and interpret application rates and trends throughout the admissions cycle, providing analysis and advice to the Head of School, the Director of Student Education and the School Management Team, with updates on admissions and issues and recruitment performance.
- Oversee the admissions decisions taken for programmes parented by the School, liaising with Programme Leaders to ensure individual academic consideration of applications where appropriate.
- Provide the academic content for recruitment and promotional material, in conjunction with Programme Leaders, the Marketing Team, and Admissions SES staff.
- Participate and provide leadership for academic engagement in confirmation and clearing processes.

Development

On appointment, your development needs to support you in undertaking the role effectively will be considered with the appointing manager and an appropriate plan will be drawn up.

You will seek regular feedback on your performance to enable your continuous professional development and personal effectiveness in the role and will support the development of others.

The Admissions Lead role is recognised in the workload model with an allowance of [xxxx]

June 2018

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