

Assessment Lead

Role Summary

On behalf of the Head of School and working closely with the School's Director of Student Education, you will be responsible for the leadership, development and management of the assessment policy and practices within the School and in promoting an inclusive approach to student education.

Working closely with Student Education Service staff you will have responsibility for ensuring that the School's assessment practices are transparent, applied equitably, and delivered within appropriate timeframes.

You will attend [chair] the School's Assessment Boards and related sub-committees, and the Faculty Standards Assessment Group, providing leadership, guidance and advice to colleagues and external examiners.

Main responsibilities

- In collaboration with the Director of Student Education and other key role holders, provide leadership and advice on the development of assessment strategies in line with the School's education strategies and approaches.
- Work collaboratively with the Academic Integrity Officer to implement strategies for ensuring principles of academic integrity are clearly understood by students and to ensure the application of University procedures and academic malpractice in line with University policy.
- Provide effective leadership to ensure that all staff are aware of, and comply with, all deadlines for the setting of assessments and the return of marks, monitoring the timely implementation of the School's assessment processes.
- Work collaboratively with Student Education Staff to manage the School's arrangements with external examiners effectively and to ensure that the School's external examiners receive accurate and timely information and documentation.
- Work collaboratively with Student Education Staff to ensure that the School's Examination Boards and sub-committees are managed effectively and held in accordance with University and School policy.
- Oversee the School's Code of Practice on Assessment, to ensure that it is accurate and readily available to all staff and students.
- Represent the School in discussions of, and consultations on, the development of assessment practices and frameworks.

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 Assessment Lead role is recognised in the workload model with an allowance of (xxxx)