

Director of Student Education

Working the Pro Dean for Student Education, the Head of School and other key School roles, you will play a major strategic and coordinating role in developing, promoting and delivering the School's learning and teaching strategy and objectives, overseeing the development and quality enhancement of the School's portfolio of programmes, supporting the School's recruitment and educational engagement strategies, promoting an inclusive approach to student education and enhancing the student academic experience.

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

The School's Programme Leaders will report to you in relation to the management of programmes.

You will collaborate with the School's Admissions Lead, Assessment Lead, Academic Integrity Officer and Joint Honours Lead and other key roles within the School to ensure the effective delivery of the School's taught education.

You will work closely with the Head of School and the Pro Dean for Student Education on quality assurance, standards and the enhancement of the School's student education, and will be supported in the role by the Student Education Service team and other professional services.

Main responsibilities

Leadership and management

- Be a member of the School Management Team, assisting with the general management of the School and contributing to academic leadership within the Faculty.
- Take a leading role in encouraging a culture in which achievements in teaching are recognised and rewarded, including promoting initial and continuing professional development in teaching for all staff with teaching responsibilities, and leading initiatives to identify, mentor and develop future leaders in teaching.
- Demonstrate a commitment to high quality teaching and learning by serving as a role model; by leading staff development initiatives within the School and Faculty, the University and beyond; and by pursuing professional development opportunities appropriate to the role.

Student education strategy and portfolio development

- Be responsible, with the support of School and Faculty staff, for the development of learning and teaching strategy, policies, quality enhancement and management within the School.
- Work with the Pro Dean for Student Education in Faculty-wide activities, such as leading and participating in Faculty and University groups and initiatives, involvement in Faculty and University reviews, membership of relevant Faculty and University committees and associated activities.
- Ensure that the School's portfolio of programmes remains strategically and academically strong and retains financial and market viability. The portfolio of programmes should reflect integration with the School's research activity and the principles of the Leeds Curriculum; promoting curriculum change, academic coherence and development; identifying and evaluating opportunities for new programmes of study (including interdisciplinary programmes and collaborative activity); and identifying and promoting external and internal funding opportunities for curriculum development.

Quality assurance and enhancement of the student experience

- Be responsible for the quality assurance of the School's programmes, as well as the student academic experience, through coordination of appropriate responses to external reports, student feedback, and student education key performance indicators.
- Support the enhancement of student education and the student academic experience through the promotion of relevant Faculty, University and national initiatives.

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 Director of Student Education will be appointed following a standard application and interview process, normally for a period of 3 years. The role will be recognised in the workload model with an allowance of (xxxx)

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