

## **Joint Honours Lead**

### **Role summary**

Working with the Director of Student Education within your own school and the Programme Leader(s) in the parent school(s), you will be responsible for the school's engagement in the academic leadership, development and management of named joint honours or cross-disciplinary programmes.

You will be a member of the School Taught Student Education Committee and the joint honours programme teams to which your school contributes teaching.

You will be responsible for the academic experience of the students on the School's contribution to those programmes.

### **Main responsibilities**

#### **Leadership and management**

- Provide leadership to ensure that the School's contribution to a joint honours or cross-disciplinary programmes is academically coherent, remains informed by research developments in the fields concerned, and adheres to the principles of the Leeds Curriculum.
- Lead engagement in the review and development of the portfolio of joint honours and cross disciplinary programmes, ensuring that the programmes are academically strong and attractive to prospective students.
- Participate in activities to market and promote the programmes to prospective students, supporting recruitment activities and resources such as open days, and the production of hard copy and web based promotional materials etc.

#### **Quality assurance and enhancement of the student experience**

- Working collaboratively with relevant colleagues provide leadership to ensure that students on joint honours and cross disciplinary programmes to which the School contributes are appropriately supported and respond to school related academic queries from students on relevant programmes, liaising with the Programme Leader as appropriate.
- Working collaboratively with relevant colleagues ensure that arrangements are in place to meet the needs of particular cohorts of students, for example, students with disabilities.
- Participate in induction activities for students on joint honours and cross disciplinary programmes.
- Liaise with the relevant School Education Service Managers to ensure effective administration of the programme(s).
- Raise any concerns about student performance and the running of the programme(s) with the parent school(s).
- Ensure that the School's modules which form core and optional elements of the joint honours or cross-disciplinary programme remain appropriate for achievement of the programme learning outcomes and are appropriately assessed.

- Ensure that the School is represented at the Board of Examiners and other relevant key processes relating to the progression of students.
- Provide leadership to ensure that relevant staff within the School contribute to the review of joint honours and cross-disciplinary programmes and respond effectively to issues of relevance to the School's provision arising from an analysis of student feedback, external examiners' reports, other evaluative information and student education key performance indicators.

### **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 Joint Honours Lead role is recognised in the workload model with an allowance of [xxxx]**

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