

Module Leader

Role Summary

Working with the Director of Student Education and Programme Leader, you will be responsible for the development, organisation and management of a named module and for the academic experience of students on that module, as part of a programme. You will be a member of a programme team led by a Programme Leader, and through development of the module you will contribute to the development of the programme.

Main Responsibilities

Module leadership and Development

- Provide leadership and set clear expectations for all staff teaching on and assessing the module, coordinating the effective delivery and review of the module and seeking opportunities to develop the curriculum and pedagogic approaches.
- Working collaboratively with the Programme Leaders to which the module contributes ensure that: the module is academically coherent; remains informed by research developments in the field concerned; adheres to the principles of the Leeds Curriculum; that the module learning outcomes are clear and appropriate for the level and learning outcomes are assessed appropriately.
- Deliver the module as planned and ensure that the resources for the delivery of the module are in place before the start of the semester in which the module is run.
- Raise any concerns about the running of the module with the Programme Leader/s and Director of Student Education;

Quality Assurance and student experience

- Ensure that the assessment requirements of the module, including: the arrangements for examinations; the submission of coursework; the return of marks; and feedback to students; are in accordance with the School's Code of Practice on Assessment and undertaken in sufficient time to meet University deadlines, including those set by the Director of Student Education.
- Ensure that all module documentation is accurate and consistent with that approved and published, and is provided in a timely way to students in accordance with the arrangements of the School/Faculty.
- Respond to module related academic queries from students.
- Provide leadership to ensure that staff involved in the delivery of the module work collaboratively to review the module and respond effectively to issues arising from analysis of student feedback and other evaluative information.

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 Module Leader role is recognised in the workload model with an allowance of (xxxx)

June 2018

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