

Pro-Dean for Student Education

Working with the Dean of the Faculty and the Deputy Vice Chancellor for Education you will play a major strategic role in determining, leading and implementing the strategy for student education within the Faculty and in contributing to strategic developments within the University.

Working collaboratively with the Dean, the Heads of School and the School Directors of Student Education, you will play an important leadership role in developing the Faculty's portfolio of student education programmes, in leading on the Faculty's recruitment and educational engagement strategies and in delivering the Faculty's learning and teaching strategy objectives in delivering a high quality student academic experience.

Working with and through appropriate Faculty and University structures you will seek to identify and develop opportunities for new initiatives and programmes, inter- and intra-Faculty co-operation, and will take lead responsibility for promoting and monitoring teaching quality assurance and enhancement. You will also promote an inclusive approach to education that will attract, excite and retain a diverse student cohort.

You will chair the Faculty Taught Student Education Committee and other committees at the Faculty and University level, and represent the Faculty on the University's Taught Student Education Board and a range of University committees, contributing to strategy and policy formulation and leading in its implementation.

Main responsibilities

Leadership and management

- Lead the development and implementation of learning and teaching strategy, policies, quality, quality enhancement and management throughout the University. This will include institution-wide responsibilities, such as leading and participating in Taught Student Education Board groups and initiatives, chairing reviews, membership of relevant University committees and associated activities.
- Create 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, leading initiatives to identify, mentor and develop future leaders in teaching, and supporting and encouraging research into teaching and learning within disciplines in the Faculty.
- Be a member of the Faculty Executive, assisting the Dean with the general management of the Faculty and contribute directly to wider leadership within the University.

Student education strategy and portfolio development

- Lead in ensuring that the Faculty's portfolio of programmes remains strategically and academically strong and retains financial and market viability. This will include identifying and evaluating the Faculty's education portfolio, taking forward the development of new programmes and reviewing the on-going viability of existing programmes to rationalise where required and liaising with external stakeholders where appropriate.
- Play a role in the strategic deployment of teaching and learning resources in the Faculty.
- Lead the development and implementation of recruitment, education engagement and student success plans, monitoring and evaluating progress against targets relating to recruitment and student success.

Quality assurance and the enhancement of the student experience

- Demonstrate a commitment to high quality teaching and learning by serving as a role model in overseeing the quality and quality enhancement of the provision of the Faculty's programmes as well as the student academic experience and identifying and taking forward enhancements.
- Promote and co-ordinate quality enhancement in teaching, with particular respect to effective and high quality learning, teaching, assessment and student support practices in the Faculty, including the promotion of University and national initiatives in learning and teaching.
- Lead review activity across the University, including chairing Student Academic Experience Reviews and other review events, identifying issues to be addressed as an outcome of such activities, ensuring appropriate action is taken to address any issues highlighted, and recognising and promoting the adoption of best practice.

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 be expected to 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 Pro-Dean for Student Education will be appointed following an application and interview process normally for a period of 5 years. The role will entitled to a workload allowance of [xxxx *minimum 0.6fte*] and to an adequate level of support within the Faculty.

June 2018

Version 1