

## **Programme Leader**

Working with the Director of Student Education and the Student Education Service staff you will be responsible for leading on the delivery and development of a named programme and for the high quality academic experience of the students on that programme and in promoting an inclusive approach to student education.

As part of a team of Programme Leaders you will be a member of the School Taught Student Education Committee or relevant sub-committees and will contribute to the development of the School's portfolio of programmes and the enhancement of the student academic experience.

### **Main responsibilities**

#### **Programme leadership and development**

- Provide leadership for the team of staff who contribute modules and teaching for the core and optional elements of the programme, coordinating the effective delivery and review of the programme seeking opportunities to develop the curriculum and pedagogic approaches.
- Working collaboratively with staff involved in the delivery of the programme ensure that: the programme is academically coherent; remains informed by research developments in the field concerned; adheres to the principles of the Leeds Curriculum; and that programme and module level learning outcomes are clear and appropriate for the level of the award and that learning outcomes are assessed via an effective assessment strategy.
- Together with other Programme Leaders, contribute to the development of the School's portfolio of programmes, and the enhancement of the student academic experience.
- Work with Faculty Marketing and Admissions colleagues, along with the Director of Student Education, to ensure the programme is attractive to prospective students, and provide leadership in recruitment activities and resources such as open days, and ensure appropriate academic content for use in promotional materials.
- Participate in the recruitment and selection of new posts linked to the programme.

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

- Working collaboratively with relevant colleagues provide leadership to ensure effective levels of academic and pastoral support for students, including arrangements to ensure a high quality student experience of study abroad, work placements and internship elements of the programme.
- Working collaboratively with relevant colleagues ensure that arrangements are in place to meet the specific needs of particular cohorts of students, for example, students with disabilities.
- Respond to programme-related academic queries from students.
- Provide leadership to ensure that all programme documentation is accurate and consistent with that formally approved and is provided in a timely way to students in accordance with the arrangements of the School/Faculty.

- Represent the programme at the Board of Examiners and other relevant key processes relating to the progression of students.
- Provide leadership to ensure that staff involved in the delivery of the programme work collaboratively review the programme and respond effectively to issues arising from analysis of student feedback, external examiners' reports, other evaluative information and student education key performance indicators.
- Contribute to the School's recruitment, education engagement and student success plans, monitoring and evaluating the performance of the programme against targets.

### **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 Programme Leader role is recognised in the workload model with an allowance of (xxxx)**

June 2018

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