

UNIVERSITY OF DERBY
JOB DESCRIPTION

JOB TITLE	Course Director in School of Human Sciences		
COLLEGE	College Life and Natural Sciences		
LOCATION	Kedleston Road		
JOB NUMBER	0177-18 R	SALARY	£48,123 to £55,650 per annum
REPORTS TO	Head of School of Human Sciences		

Role Summary

The Course Director has lead responsibility for the success, well-being and overall experience of students within the School, working closely with the Head of School for Human Sciences and others in the School Leadership Team, contributing to the wider leadership of the College and University to ensure that corporate and strategic aims are met.

They will work pro-actively with the Head of School for Human Sciences, the Heads of Discipline and other Course Director(s) as well as the wider College, and central units of the University to support and develop the work of staff, students and partners in the context of the University's values and behaviours.

This leadership is exercised through overall accountability for the management and performance of the group of courses which they direct, and through engagement with Heads of Discipline, University-wide departments and professional services relating to students and courses.

They will also coordinate the activities of those undertaking the roles of Programme Leader, Module Leader and Personal Tutor within the School, ensuring high performance and positive outcomes.

The Course Director will oversee responses to student-related evaluations, including the National Student Survey, and will take steps to maintain and enhance the experience of students.

In addition they will make an active contribution to teaching, research/enterprise and professional engagement in addition to the specific duties of Course Director.

Principal Accountabilities

Management and Performance of Courses

- Take lead responsibility for health, performance and quality of the School of Human Sciences' courses (or those designated to this Course Director) by monitoring and responding to key information and metrics, including student feedback.

- Be accountable for ensuring effective continual monitoring at course level within the School of Human Sciences, adhering to University policy and strategy working closely with professional services and students.
- Take lead responsibility in the School in achieving the highest standards within TEF, NSS, PTES and PRES by addressing all aspects of academic quality and the development of learning and teaching practices that address relevant issues. To ensure the best possible student outcomes in the courses and an outstanding student experience.

Actively foster collaborative relationships with the College Registrar, other professional support service and academic colleagues and to ensure the needs of the College are being supported (e.g. Timetabling, Personal Tutoring).

- Ensure arrangements are in place for the planning and operation of all key processes required for effective course delivery and administration, including recruitment, admissions, timetabling and induction through collaboration with appropriate colleagues.
- Coordinate the duties of Programme Leaders, Module Leaders and Personal Academic Tutors across the School.
- To undertake Development and Performance Reviews as assigned by the Head of School.
- Lead by example in promoting and embedding the University's core values.

Curriculum Development

- Lead the activities associated with course and curriculum development, including validation, accreditation and course monitoring.
- Work closely with course teams and Heads of Disciplines on appropriate course and curriculum development, together ensuring academic currency, research-informed content, and appropriate pedagogy and assessment within the provision.

Teaching, Learning and Assessment

- Take lead responsibility for implementation and delivery of University teaching and learning related strategies and policies at a School level.
- Work collaboratively with colleagues across the University including those from within professional services e.g. Centre for Student Life and the Centre for Excellence in Learning and Teaching (CELT) and the Registry to develop, assure and enhance a sector leading provision and service.

Student Experience and Engagement

- Take an active lead in the success, well-being and overall experience of students within the School.
- Contribute to the shaping of the University frameworks, strategies and guidance to support student attainment, progression and employability.
- Take lead responsibility for the development and implementation of local strategies to maximise student engagement, retention, employability and social mobility.

- Take lead responsibility for student experience monitoring including international students and those at collaborative partners.
- Manage responses to student complaints in line with University protocols.
- Lead the provision of effective personal tutoring, student support and academic advice.
- Take responsibility, with others in the School Leadership Team, for ensuring that academic teams understand their role and impact on graduate outcomes.

Quality Assurance and Governance

- Work closely with others in the School Leadership Team in portfolio and curriculum development/ review for the Discipline areas, ensuring curriculum content and delivery is both academically excellent and inspiring, as well as sustainable in resource terms.
- Ensure compliance with institutional performance expectations within the HE sector, including regulatory requirement of e.g. the OFS , Designated Quality Body, Competition and Market Authority, and other Regulatory standards and agencies
- Work effectively with colleagues, in particular the Heads of Discipline and those in each subject area who have responsibility to maintain and enhance quality assurance standards and the reputation for excellence in teaching of the Discipline Areas. Act as a point of liaison with Professional, Statutory and Regulatory Bodies, and working with the quality team as appropriate to ensure any course is compliant with relevant PSRB requirements.
- Be accountable for ensuring effective continual monitoring at course level within the School of Human Sciences, adhering to University policy and strategy
- Actively participate in College and University Committees as appropriate.

Research

- Maintain own research and scholarly activity and if possible contribute to REF.

Additional duties

- Actively contribute to the School Leadership Team, including contributing to annual Development and Performance Review of colleagues in the School for Human Sciences.
- Undertaking, as reasonably required by the Head of School, Deputy Dean or PVC Dean any other duties to ensure the effective operation of the School and College, or for your own personal development.
- Engage with staff development opportunities to enhance own knowledge and capability.

Person Specification

Essential Criteria

Qualifications

- Hold or close to completing a PhD in subject area relevant to the School.
- Senior Fellow of the Higher Education Academy (to be achieved within 3 years of commencement date in post).
- Evidence of continuing professional development.
- An established record of teaching, research and/or professional practice related to an academic subject area within the School.

Experience

- Significant teaching experience in HE.
- A comprehensive understanding of the external HE sector and current issues.
- A strong commitment to the institutional mission and strategic objectives.
- Experience of leading on successful course development activities.
- Strong commitment to the quality of the student journey and an experienced understanding of how to achieve this.
- Track record of ensuring student success, well-being and positive feedback.
- Leadership in an academic environment.

Skills, knowledge and abilities

- Evidence of academic and professional expertise in a relevant subject area.
- Knowledge and experience of HE quality assurance, assessment and course administration processes.
- Proven ability to proactively respond to student feedback to enhance the course provision and student experience.
- Strong understanding of university quality processes.
- Commitment to achieving excellence in metrics such as NSS and TEF.
- Ability to lead and challenge others in the achievement and maintenance of excellence in course quality.
- Ability to work closely with the Head of School and Heads of Discipline(s) to sustain the viability of the portfolio, as well as the currency and research-informed quality of the curriculum.
- Proven ability to foster effective communication and collaborative working within a School.
- Ability to motivate colleagues to succeed and guide them to improve outcomes.
- A commitment to demonstrate and promote the University core values.

Business requirements

- Contribute to the wider leadership of the School and College.
- Ability to travel abroad for business.
- Willingness to work occasional weekends and evenings to support University activities.

Benefits

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

For more information on the benefits of working at the University of Derby go to

<https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230>