

# **SCHOOL OF LIFE & HEALTH SCIENCES**

## **Role Descriptors - Taught Programmes**

**January 2014**

## **UNDERGRADUATE PROGRAMMES DIRECTOR**

- 1) To be responsible on a day-to-day basis for the management, organisation and delivery of undergraduate programmes within the subject area working closely with the Head of Subject and supported by year tutors and the School Office administrative team.
  - a) To regularly liaise with the Associate Deans for Taught Programmes and Teaching and Learning, Head of Administration & Quality Assurance, relevant academic, administrative and technical staff regarding the management and operation of the programme(s).
  - b) Working closely with the Head of Subject to coordinate and develop the curriculum in accordance with academic, professional and practice requirements.
  - c) To work with the School Office and year tutors to plan for dates of all relevant committees and important landmarks regarding the programme(s) and ensure these are effectively communicated.
  - d) To work with the year tutors and the programme/school timetabling officer to ensure that the programme(s) timetables are developed and disseminated.
  - e) As required, to work with placement tutors to ensure the effective management of placement arrangements within the programme(s).
  - f) To oversee the production of programme information in close liaison with the School Office administrative team (e.g. student handbooks, and other material).
  - g) To work closely with the School Office and relevant admissions tutors regarding arrangements for the recruitment, enrolment, induction and registration of students.
- 2) To oversee the provision of information and effective pastoral guidance and support for students on the programme(s), working closely with academic colleagues and the School Office administrative team
- 3) To take responsibility for the major aspects of provision at a programme level: Curriculum Design, Content and Organisation; Teaching, Learning & Assessment; Student Progression & Achievement; Student Support & Guidance; Learning Resources; Quality Management & Enhancement.
- 4) To ensure that the programme(s) is/are run in accordance with the policy requirements set by the School and the University including
  - a) To oversee the programme(s) assessment management arrangements ensuring these conform to regulations and procedures.
  - b) To ensure that arrangements for feedback to students are effective, reflect good practice and conform to agreed programme, School and University timeframes and requirements.

- c) Working closely with the School Office, to ensure that an up to date programme specification is produced each year and that proposed changes to the programme, including new or revised module specifications are submitted to the School's Quality Sub-Committee for approval by appropriate deadlines
  - d) To produce an annual monitoring report for the programme(s) and respond to issues raised by experience of delivery, student feedback or the programme's external examiners. The report should be presented for consideration by the programme committee before submission to the School Learning & Teaching Committee.
- 5) To work with the School Office, Head of Subject and Head of Administration & Quality Assurance to provide, verify or monitor management information on UG activity.
  - 6) To work closely with the Head of Administration & Quality, Associate Dean Taught Programmes and School Office in the planning and preparation of information for internal and external review events including professional body accreditations. This includes ensuring that copies of all submission documentation are deposited with the School Office.
  - 7) Working closely with the School Office and year tutors to preparing and manage arrangements for programme examination boards, providing a key point of contact for external examiners, and guiding Board discussions.
  - 8) To chair programme committees and manage programme staff/ student consultative committees ensuring that issues are addressed and decisions are acted upon.
  - 9) To prepare and produce relevant information and reports for programme committees and examination boards
  - 10) To ensure with the Associate Dean, Learning & Teaching that module evaluation arrangements are implemented at a programme level.
  - 11) To oversee, at programme(s) level, the management of the student experience and responses to student feedback including the NSS.
  - 12) To encourage and develop innovations within the programme(s) and to share best practice across the School working with other Programme Directors and LHS senior management.
  - 13) To represent the programme(s) on relevant School and University groups as appropriate.

**Direct Line Responsibility to:** Head of Subject

**Direct Line Responsibility for:** the administrative role of year tutors

## **YEAR TUTORS (UG Programmes Only)**

Year Tutors work closely with the Programmes Director for the relevant programme(s) and the School Office administrative team to ensure the effective management of undergraduate provision. They will have the following responsibilities for designated undergraduate programmes, where relevant:

1. To maintain an overview of the timetable and modules taught in that year and to support the Programmes Director in the management of the programme.
2. To assist the Programmes Director with the preparation of programme documentation, working closely with the School Office.
3. Where relevant, to work closely with the Programmes Director and the School Office to ensure regular communications with other Schools/subjects that contribute to the programme.
4. To liaise with individual module coordinators to ensure coherent programme provision and help coordinate the provision of key skills during the year of study.
5. To contribute to resource allocation decisions for modules in the year group.
6. To liaise with the School Office to ensure that module coordinators prepare examination papers and other assessments as required for individual modules.
7. Working with the Programmes Director and the School Office to ensure the provision of relevant information and reports to programme committees and examination boards
8. To support the Programmes Director in the management of the student experience for the year group and responses to student feedback including programme monitoring and the NSS.
9. To support the Programmes Director in the provision of information and effective pastoral guidance and support for students for the year group working closely with academic colleagues and the School Office administrative team. This includes:
  - ◆ To be a member of the staff/student consultative committee for the programme
  - ◆ To be available to meet with students, or student representatives to discuss any issues that are identified about the programme.
10. To support the Programmes Director in preparation of the annual programme monitoring report and play a leading role in ensuring effective module evaluation arrangements for the year group.

11. Working with the School Office administrative team to oversee the maintenance of records of continuous assessment - information to be collected from the module coordinators.
12. To work with the School Office and module coordinators to monitor student attendance and absences and to meet with individual students regarding attendance issues as required.

**Direct Line Responsibility to:** The Programmes Director for matters relating to delivery of the relevant year of the programme.

**Direct Line Responsibility for:** the administrative functions of module coordinators in the appropriate year of study.

## **MODULE COORDINATORS**

Module Coordinators are responsible to the relevant Year Tutor and to the Programme Director for the following responsibilities:

1. To undertake the day-to-day organisation of the module:
  - ◆ To manage, monitor and coordinate teaching delivery and assessment on the module.
  - ◆ To advise on module timetabling requirements and ensure that suitable rooms are arranged with the timetabling officer.
  - ◆ Working closely with the School Office to ensure that students receive or have access to an up to date and accurate module specification and other module information and material in a timely manner.
  - ◆ Working closely with the School Office to ensure accurate records of students taking the module.
  - ◆ To ensure that students are informed about the requirements of the module and that any changes to the module are relayed to students in a timely fashion.
  - ◆ To manage resources allocated to the module.
2. To produce an updated and accurate module specification annually that conforms to the required format and contains all key information including learning outcomes, content and assessment details and an up to date reading list
3. To organise meetings of module teaching staff to discuss the syllabus, delivery and assessment of the module as necessary.
4. To liaise with other module coordinators, with the Year Tutor and with the Programmes Director to develop all aspects of teaching and learning within the module.
5. To be available to students to provide information about the organisation, content, assessment and delivery of the module or discuss relevant issues.

6. To work with the School Office and Year Tutor to monitor student attendance and absences on the module.
7. To organise the preparation of examination papers and other assessments for the module.
8. To oversee the collection, distribution and marking of examination scripts, assignments and other assessment material working closely with the School Office
9. To ensure the return of marked assessments and provision of effective feedback to students on the module conforming to agreed Programme, School and University timeframes and requirements.
10. To ensure that feedback from students, external examiners and other sources is reported to the programme committee and that decisions of the Committee are implemented when the module is reviewed and prepared for subsequent delivery.
11. To complete an end of year module review in accordance with University and School requirements and responding to issues raised through experience of delivery, by module evaluation and other student feedback or the programme's external examiners

**Direct Line Responsibility to:** The appropriate year tutor for matters relating to delivery of the relevant module(s).

**Direct Line Responsibility for:** The teaching and assessment by staff contributing to the module

## **ADMISSIONS TUTOR**

The Admissions Tutor is directly responsible to the Associate Dean, Taught Programmes for matters relating to admissions. The Admissions Tutor's role is to coordinate and implement admissions strategy and operations for relevant degree programme(s). Admissions Tutors will work closely with the School Office Admissions and Marketing Team. The specific duties and responsibilities of this post are:

1. To work with the Associate Dean, Taught Programme Development and Recruitment, and the School Office Admissions & Marketing Team, to implement the admissions policy and arrangements as determined by the School or University.
2. To respond to any specific recruitment policies or priorities agreed by the School or University.
3. To work with the Associate Dean Taught Programme Development and Recruitment, Head of Administration & Quality Assurance and School Office Admissions & Marketing Team to determine, monitor and manage recruitment targets.
4. To deal with complex or unusual correspondence and enquiries relating to admissions to the relevant UG programmes as required which are not normally dealt with by the School Office Admissions & Marketing Team.
5. To work with the School Office Admissions & Marketing Team and ensure that decisions are made and communicated on all applications received promptly so that these may be passed to the applicant and that the offer is transmitted through the University Central Admissions Scheme (UCAS).
6. To work closely with the School Office Admissions & Marketing Team and Head of External Relations in reviewing and develop promotional and publicity material for the programme.
7. To work closely with the School Office Admissions & Marketing Team regarding the management and arrangements for open days for applicants, coordinating these within the Subject Group and leading sessions with applicants and visitors.
8. To liaise with other University departments and represent the programme at meetings on matters relating to admissions for the programme as required.
9. To work with the School Office Admissions & Marketing Team to monitor and review admissions statistics for relevant programmes including total numbers of applications received, offers made and accepted and entry qualifications.

**Direct Line Responsibility to:** The Associate Dean, Taught Programme Development and Recruitment, for all matters related to student recruitment and targets.

## **DIRECTOR OF POSTGRADUATE TAUGHT PROGRAMMES**

- 1) To work closely with the Head of Subject to coordinate, review and develop postgraduate programmes within the subject area reflecting University, School and Subject strategies and priorities, and in accordance with academic, professional and practice changes and other external developments.
- 2) To oversee the management, organisation and delivery of the postgraduate programmes portfolio within the subject area working closely with individual postgraduate taught programme directors and the School Office administrative team.
  - a) To regularly liaise with the Associate Deans for Taught Programmes and Teaching and Learning, Head of Administration & Quality Assurance, academic, administrative and technical staff regarding the management and operation of the postgraduate taught programmes.
  - b) To seek to maximise efficiency and consistency in the management and operation of postgraduate programmes across the subject area.
  - c) To work with individual programme directors and the School Office to plan for all relevant committees and important landmarks regarding the postgraduate programmes and ensure these are effectively communicated.
  - d) To work with programme directors and the Programme/School Timetabling Officer to ensure efficiency of programme timetables.
  - e) To oversee the production of programme information in close liaison with the programme directors and the School Office (e.g. student handbooks, programme specifications and other material).
- 3) To advise the Associate Dean, Taught Programme Development and Recruitment on recruitment targets and strategies for postgraduate programmes within the subject area.
- 4) To work closely with the Associate Dean, Taught Programme Development and Recruitment, School Office Admissions & Marketing Team and Head of External Relations in reviewing and developing promotional and publicity material for postgraduate programmes
- 5) To work closely with the School Office and individual programme directors regarding arrangements for the recruitment, enrolment, induction and registration of students on postgraduate programmes in the subject area.
- 6) To work closely with the School Office Admissions & Marketing Team regarding the management and arrangements for open days for applicants, leading sessions with applicants and visitors.
- 7) To oversee the management of resources allocated to individual modules across postgraduate programmes within the subject area.

- 8) To oversee the provision of information and effective pastoral guidance and support for students on the portfolio of programmes, working closely with programme directors, other academic colleagues and the administrative team
- 9) To ensure that the portfolio of programmes within the subject area are run in accordance with the policy requirements set by the School and the University including
  - a) To oversee assessment management arrangements ensuring these confirm to regulations and procedures
  - b) To ensure that arrangements for feedback to students are effective, reflect good practice and conform to agreed Programme, School and University timeframes and requirements.
  - c) Working closely with individual programme directors and the School Office, to ensure that up to date programme specifications are produced each year and that proposed changes to the programme, including new or revised module specifications are submitted to the School's Quality Sub-Committee for approval by appropriate deadlines
  - d) To coordinate arrangements for the production of annual monitoring reports for postgraduate programmes within the subject area.
- 10) To work with the School Office, Head of Subject and Head of Administration & Quality Assurance to provide, verify or monitor management information on PGT activity.
- 11) To work closely with the Head of Administration & Quality, Associate Dean Taught Programmes and School Office in the planning and preparation of information for internal and external review events including professional body accreditations. This includes ensuring that copies of all submission documentation are deposited with the School Office.
- 12) With the School Office and individual programme directors to coordinate the preparation and management of postgraduate taught examination board arrangements.
- 13) To chair programme committees and manage programme staff/ student consultative committees ensuring that issues are addressed and decisions are acted upon.
- 14) To ensure with the Associate Dean, Learning & Teaching that module evaluation arrangements are implemented across the portfolio of postgraduate programmes within the subject area.
- 15) For postgraduate programmes within the subject area to oversee the management of the student experience and responses to student feedback including PTES.
- 16) To encourage and develop innovations within PGT programmes and to share best practice across the School working with Programme Directors, Directors of Postgraduate Taught Programmes and LHS senior management.

- 17) To represent the Subject on relevant School and University groups as appropriate.

**Direct Line Responsibility to:** Head of Subject

**Direct Line Responsibility for:** The administrative role of individual programme directors

## **POSTGRADUATE PROGRAMME DIRECTOR**

- 1) To be responsible on a day-to-day basis for the management, organisation and delivery of the programme working closely with the Director of Postgraduate Taught Programmes and the School Office administrative team.
  - a) To regularly liaise with the Director of Postgraduate Taught Programmes, relevant academic, administrative and technical staff regarding the management and operation of the programme.
  - b) Working closely with the Director of Postgraduate Taught Programmes, to coordinate and develop the curriculum in accordance with academic, professional and practice requirements.
  - c) To work with the Director of Postgraduate Taught Programmes, and School Office to plan for dates of all relevant committees and important landmarks.
  - d) To work with the programme/school timetabling officer to ensure that the programme timetables are developed and disseminated.
  - e) To produce programme information in close liaison with the School Office administrative team (e.g. student handbooks, and other material).
  - f) Where relevant to ensure regular communications with other subjects or schools that contribute to the programme.
- 2) To ensure information and effective pastoral guidance and support are provided for students on the programme, working closely with academic colleagues and the School Office administrative team
- 3) To take responsibility for the major aspects of provision at a programme level: Curriculum Design, Content and Organisation; Teaching, Learning & Assessment; Student Progression & Achievement; Student Support & Guidance; Learning Resources; Quality Management & Enhancement.
- 4) To work closely with the School Office Admissions & Marketing Team and deal with complex or unusual correspondence and enquiries relating to admissions to the programme as required which are not normally dealt

with by the Team. To ensure that decisions are made and communicated on all applications received promptly

- 5) To work closely with the School Office Admissions & Marketing Team regarding the management and arrangements for open days for applicants, leading sessions with applicants and visitors.
- 6) To work with the School Office Admissions & Marketing Team to monitor and review admissions statistics for relevant programmes including total numbers of applications received, offers made and accepted and entry qualifications.
- 7) To work closely with the Director of Postgraduate Taught Programmes to produce a up to date programme specification each year ensuring that proposed changes to the programme, including new or revised module specifications are submitted to the School's Quality Sub-Committee for approval by appropriate deadlines
- 8) To work closely with the Director of Postgraduate Taught Programmes to produce an annual monitoring report for the Programme each year and play a leading role in ensuring effective module evaluation arrangements.
- 9) To support the planning and preparation of information for internal and external review events including professional body accreditations.
- 10) To liaise with individual module coordinators to ensure coherent programme provision and help coordinate the provision of key skills.
- 11) To work with the School Office and module coordinators to monitor student attendance and absences and to meet with individual students regarding attendance issues as required.
- 12) To liaise with the School Office to ensure that module coordinators prepare examination papers and other assessments as required for individual modules..
- 13) To be a member of relevant postgraduate programme examination boards. Working closely with the School Office and Director of Postgraduate Taught Programmes to prepare arrangements for programme examination boards, providing a key point of contact for external examiners, and playing a leading role in guiding Board discussions.
- 14) To be a member of appropriate programme committee and programme staff/ student consultative committee helping ensure that issues are addressed and decisions are acted upon.
- 15) To prepare and produce relevant information and reports for programme committees and examination boards
- 16) To oversee, at a programme level, the management of the student experience and responses to student feedback including the PTES.

**Direct Line Responsibility to:** Director of Postgraduate Taught Programmes

**Direct Line Responsibility for:** The teaching and administrative functions of module coordinators for modules on the programme.