

## College/School Director of Learning and Teaching Role Description

Each College/School will establish a Learning and Teaching Committee, the activities of which will be directed and overseen by a College/School Director of Learning and Teaching. The main role of a College/School Director of Learning and Teaching will be to chair the College/School Learning and Teaching Committee.

Through the College/School Learning and Teaching Committee the Director of Learning and Teaching will, on behalf of the College/School and the University, be accountable for:

- Operationalising the College's/School's role in meeting the University's aims for learning and teaching, as set out in the [University's Strategic Plan](#) and [Learning and Teaching Strategy](#);
- Overseeing the implementation and support of University learning & teaching projects at the college level including the University's [Learning & Teaching Strategy](#) and [TEF](#);
- Implementing the learning and teaching, and quality activities of the College/School in accordance with the governance, policy and regulatory frameworks of the University;
- Reviewing student metrics and key performance indicators, Student Surveys and other student survey data and feedback to monitor and enhance the student experience, co-ordinating the College's/School's response to the data and taking responsibility for the implementation of any College/School action plans;
- Ensuring that assessment and feedback is delivered in accordance with the University's [Feedback and Assessment Policy](#);
- Co-ordinating the College's/School's response to internal and external consultation papers relating to quality assurance, learning and teaching and widening participation;
- Co-ordinating the College's /School's response to Professional, Statutory and Regulatory Body reports and overseeing the implementation of any action plans;
- Actively working within the College/School to develop effective and innovative research-led, practice driven learning, teaching and assessment approaches;
- Monitoring the activities of Boards of Studies and their learning and teaching activities, in line with the University's constitution;
- Overseeing the scrutiny of proposals for the introduction of new or revised programmes of study, in line with institutional guidance in the [Code of Practice for Programme Design, Development, Approval and Review](#);
- Overseeing the scrutiny, and monitor the approval, of the introduction or revision to modules, in line with the requirements of the [Code of Practice for Programme Design, Development, Approval and Review](#), and the [Guidance on Developing New Modules and Reviewing and Enhancing modules](#);
- Reviewing and making recommendations to the relevant University Committee on the College/School academic portfolio including the suspension and withdrawal of programmes;
- Overseeing the process for nominations for External Examiners and recommendations to the relevant University Body for approval;

- Overseeing engagement with the University's [Peer Observation](#) process;
- Working with student engagement leads and student representatives to build and develop student partnership to ensure the student voice is heard;
- Overseeing and ensuring pastoral arrangements in the College/School, including the operation of the [Academic Mentoring system](#);
- Overseeing the production of key College/School documents and information for students and ensuring their accuracy and reliability (including Student Handbooks);
- Contributing to the Annual Business Planning Cycle and the production of College/School Governance procedures;
- Overseeing the organization of student inductions and the operation of student survey campaigns within the College/School;
- Engaging with [SEA](#)/ [SALT](#)/ [SAILS](#) and AHT representatives.

The Director of Learning and Teaching will also:

- Attend the University [Learning, Teaching & Quality Committee](#);
- Promote and represent the College/School at University level as required;
- Liaise with relevant University Committees, University Academies and Professional Services.

Member of:

College/School Executive Committee

College/School Learning and Teaching Committee

University Learning, Teaching & Quality Committee

*November 2019*