

Role Description: Director of Student Education

In conjunction with the Head of School, Directors of Student Education play a major strategic role in developing and managing the School, and in contributing to the strategic development and management of the Faculty.

The Director of Student Education reports to the Head of School and works within the policies and procedures of the University and the Faculty. The Director of Student Education has a dual Faculty and School role and is directly responsible to the Faculty, through the Pro-Dean for Student Education, for the quality assurance, standards and quality enhancement of the School's learning and teaching provision. The quality assurance of the research degree programmes is the responsibility of the Director of Research reporting through the Pro-Dean for Research.

The Head of School retains direct responsibility to the Dean for the strategic positioning and direction of the portfolio of programmes and its development, the quality of the provision, the student experience as well as the market viability and financial health of the learning and teaching provision.

In this context, a School Director of Student Education, working with the Head of School and the Pro-Dean for Student Education, will play an important strategic and co-ordinating role in developing, promoting and delivering the School's learning and teaching strategy and objectives and overseeing the development and quality enhancement of the School's portfolio of programmes. Working with and through appropriate School, Faculty and University structures the Director of Student Education will seek to identify and develop opportunities for new initiatives and programmes, inter- and intra-Faculty co-operation, and will take lead responsibility within the School for promoting and monitoring teaching quality assurance and enhancement including the academic student experience. The Director of Student Education will chair the School Taught Student Education Committee and represent the School on the Faculty Taught Student Education Committee.

Specifically the Director of Student Education will:

- be a member of the School management team, assist the Head of School with the general management of the School and contribute to wider leadership within the Faculty;
- Contribute to the development of learning and teaching strategy, policies, quality, quality enhancement and management throughout the School and Faculty and within the University. This will include Faculty-wide responsibilities, such as leading and participating in Faculty groups and initiatives, involvement in Faculty and University reviews, membership of relevant Faculty and University committees and associated activities;
- Support the Head of School and Pro-Dean for Student Education in developing learning and teaching strategy, policies, quality, quality enhancement and management within the School and the Faculty;
- Play a lead role in the overseeing the quality of the provision of the School's programmes (including collaborative programmes) as well as the academic student experience;

- Support the Head of School in ensuring that the School's portfolio of programmes remains strategically and academically strong and retains financial and market viability. This will include initiating the development of new programmes and reviewing the on-going viability of existing programmes, and liaison with external stakeholders where appropriate;
- Promote curriculum change and development, identifying and evaluating opportunities for new programmes of study (including interdisciplinary programmes and collaborative activity) and external and internal funding opportunities for curriculum development;
- Advise the Head of School on the strategic deployment of teaching and learning resources in the School;
- 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 School, including the promotion of Faculty, University and national initiatives in learning and teaching;
- Assist the Head of School with the setting of 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 the disciplines of the School;
- Demonstrate a commitment to high quality teaching and learning by, for example, leading staff development initiatives within the School and Faculty, the University and beyond; and, undertaking own staff development appropriate to the role of Director of Student Education.

Schools should ensure that the Director of Student Education is adequately recognised in the workload model and is appropriately supported.