

Role Description: Joint Honours Administrative Link

The Administrative Link role will be required in both the parent and the co-teaching School. It is not expected to be a 'new' role but is likely to be added to an existing job description. Key to the role will be to provide the conduit through which communication between parenting and co-teaching Schools and Faculties will take place.

A Joint Honours Administrative Link is responsible to the Director of Student Education for the School's administrative liaison with parent and/or co-teaching Schools on joint honours or cross-disciplinary programmes and for the administration of the students on the School's modules contributing to the programmes.

Specifically the Administrative Link will be responsible for:

- ensuring that all programme documentation relating to the School's contribution to a joint honours or cross-disciplinary programme is provided in a timely way to the parent or co-teaching School in accordance with the arrangements for the programme;
- liaising with the parent or co-teaching School regarding induction activities;
- ensuring appropriate records for the monitoring of student performance on the programme are maintained by the School and submitted to the parent or co-teaching School in a timely way .e.g. module marks, attendance records, etc;
- ensuring module marks are recorded and submitted in a timely way for the Examination Board(s);
- overseeing the gathering, analysis and response to student feedback collected internally and externally and the submission of the outcome to the Link Tutor, and the Administrative Link in the other half of the programme for them to in turn submit the information to the Programme Leader(s);
- ensuring the maintenance of appropriate records for the monitoring of student performance on the programme;
- ensuring the completion of attendance monitoring;
- raising any concerns relating to the pastoral care of students with the parent or co-teaching School.

Schools should ensure that a named Administrative Link is identified and that parent and co-teaching Schools are made aware of the main administrative contact(s) for all joint honours and cross-disciplinary programmes.