

## Vice-Dean for Education and Student Experience

Workload provision: 0.6 FTE

Allowance of £6K per annum during the transition period (up to 2025)

Three-year term, renewable, and additional period of sabbatical on completion of role.



### Purpose of the Post

*The Vice-Dean for Education and Student Experience is a senior leadership role in the School. Reporting to the Executive Dean the role works alongside other School Executive members to support the delivery of the school and University strategies. The Vice-Dean is responsible for leading the whole education and student experience portfolio across the school (and where appropriate across the University) and for ensuring excellent outcomes and consistency in provision.*

### Key Tasks

#### Leadership

*The role description below is intended as guidance for members of staff assuming this role and states broad duties, tasks and responsibilities but is not intended to be an exhaustive list.*

1. Develop and lead on the implementation of education strategy in the School ensuring the excellence of outcomes;
2. Contributing to the University's education and student experience leadership team, supporting the relevant Senior Vice Principal (SVP) in the development of plans, policies, and initiatives to enhance the University's education and student experience capabilities.
3. Lead the coordination of education provision in the School ensuring consistency in provision and exploring opportunities for synergies and efficiencies;
4. Lead on the enhancement of education provision, including pedagogy, assessment strategies and learning cultures, in the School ensuring the curriculum is refreshed and teaching provision is developed through policies, projects, and a continuous improvement approach that includes enhanced education-related CPD;
5. Lead on the quality assurance and standards of education, notably degree outcomes, within the School in line with external regulators and Professional, Statutory and Regulatory Bodies (PSRBs), and including ensuring that results are fair and equitable and that awarding gaps are addressed;
6. Working with the Executive Dean, develop and implement the structure of roles supporting Education leadership in the School to create an effective and coherent School education team;
7. Develop plans to meet educational staffing needs and ensure that teaching and learning requirements are formally embedded in all appointments;
8. Chair the School Education & Student Experience Committee;
9. Oversee the School's academic portfolio development in line with the University's strategy;
10. Responsible for approval of all new course units and amendments to these and minor course amendments across the School in line with University policies;
11. Support the School Education Leads in the annual review of undergraduate/ postgraduate taught provision within the School, which includes:
  - Monitoring, and disseminating, statistics and metrics for the School relating to teaching (e.g. NSS, TEF metrics, degree outcomes [including awarding gaps], module evaluation questionnaire outcomes, appeals, complaints) for all programmes;
  - Identifying common themes for the School and appropriate actions which can inform the annual School Education Enhancement Plan;
12. Lead on cyclical review of education provision in the School as per the University scheme;
13. Support the drafting of TEF submissions as appropriate;
14. Represent the School at appropriate cross-University Education & Student Experience Committees;

15. Lead cross-University thematic and policy projects where appropriate, or participate in their development and implementation;
16. To encourage a spirit of co-operative working, especially with central professional services units, and active engagement with University policies to ensure student attainment and satisfaction;
17. Enhance the wider experience of all taught students in the School through developing a positive student culture, enabling co-creation, an effective student voice, and overseeing the student journey from transition to employment.
18. To act as the School's primary point of contact for UG and PGT recruitment and admissions matters, including access and participation plans, and for marketing activity in support of recruitment.

The appointee is expected to work closely with the SVPs for Education and Student Experience, the VP Quality and Standards and the Director of Education, developing school and other sub-strategies aligned with the University's strategic direction and plan, and to encourage positive engagement with the emerging institutional and national frameworks and policies for education.

The University values the development of academic leadership skills and is committed to providing a variety of opportunities for colleagues

- Vice-Deans and EDI Director roles provide opportunity to gain experience leading on a particular agenda.
- The Head of Department role provides opportunity to gain experience leading and managing resources.

Training and development support will be available.

**Job Title:** Vice-Dean for Education and Student Experience

	Essential	Desirable
<b>Knowledge, Education, Qualifications and Training</b>		
Educated to PhD level or equivalent.	X	
Fellowship of HEA or equivalent qualification in teaching & learning in HE	X	
<b>Skills and/or Abilities</b>		
Excellent leadership and influencing skills which demonstrate the University's leadership behaviours at a senior level	X	
Ability to work independently and as part of a wider School leadership team.	X	
Excellent planning and organisational skills	X	
Excellent budget and resource management skills	X	
Ability to lead effectively, building trust, commitment and collegiality	X	
Ability to communicate effectively with key staff and student communities, and with external agencies.	X	
<b>Experience</b>		
Successful academic track record demonstrated through promotion to a minimum of Senior Lecturer or equivalent.	X	
Experience of leadership, planning and organising of activities within an academic, or similar context, such as through management of a major grant, leadership of a teaching initiative or a role within the University or professional body.	X	
Demonstrable track record in effective management of staff to deliver key objectives	X	
Evidence of effective management of budgets and resources	X	
Proven experience in managing conflict and resolving difficult situations.	X	

<b>Other requirements</b>		
Commitment to continued professional development	X	
Excellent understanding of equality and diversity legislation and good practice and demonstrable commitment to its application	X	