

JOB DESCRIPTION

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| Job Title: | Director of Learning, Teaching and Student Experience |
| Ref no: | CAPE23 |
| Campus: | Hendon |
| School/Service: | Centre of Academic Practice Enhancement (CAPE) |
| Grade: | Senior Manager |
| Starting Salary: | Senior management level dependent on experience |
| Period: | Permanent |
| Reporting to: | Deputy Vice Chancellor Learning and Innovation |
| Reporting to Job Holder: | Direct reports: Head of Academic Practice Enhancement; Head of Technology Enhanced Learning; CAPE Administration Manager. |

Overall Purpose:

The Director for Learning, Teaching and Student Experience will ensure the delivery of the University's strategic objectives for an outstanding learning experience, designed to engage students and improve their outcomes. The role will be responsible for embedding an evidence-based approach to enhancing the quality of learning and teaching and will lead on the personalisation of student learning. Working collaboratively with Faculties, the Students' Union and key stakeholders across the institution, the Director will implement and evaluate signature pedagogies and co-ordinate pedagogic research. The role will bring together oversight and enhancement of all strands of learning and teaching, ensuring the continuous improvement of every aspect of the student experience at all levels and throughout all points of their educational journey.

Principal Duties:

- Develop and implement strategies and policies that will deliver consistent improvements in student achievements and the quality of academic and non-academic educational experience
- Work in conjunction with the Deputy Vice-Chancellor Learning and Innovation and the Faculty Deputy Deans to ensure that the University meets the key performance indicators related to learning, teaching and the student experience as outlined in its Strategy
- Develop and enhance partnership with the Students' Union, involving the Students' Union in all relevant developments and in particular in the development of co-created learning
- Drive the development and adoption of innovative practice in learning, teaching and assessment, including the use of digital learning, to enhance the student learning experience and student outcomes

- Drive the coherent and systematic development of the University's extra-curricular educational provision in order to ensure a rounded high quality educational experience
- Contribute significantly to quality audits of the University's educational provision, and ensure that the University's quality management processes support the achievement of institutional strategic objectives and promote enhancement of the student learning experience
- Lead on the development and monitoring of the University's Access and Participation Plan
- Lead on the preparation of TEF submissions
- Lead, manage or participate in institutional research projects to identify and evaluate the suitability of new and innovative learning and teaching approaches in terms of improving the student learning experience and increasing the quality and efficiency of teaching
- Provide strategic direction for staff support, guidance and development as it relates to academic practice and the student experience
- Represent the University to external bodies concerned with learning and teaching and the student experience
- Line manage key staff within CAPE

PERSON SPECIFICATION

Job Title: Director of Learning, Teaching and Student Experience

SELECTION CRITERIA

Education / Qualifications

Essential:

- Doctoral level academic qualification which reflects the nature of the appointment
- A postgraduate qualification in the area of teaching and learning
- Senior Fellow of the Higher Education Academy or equivalent

Experience

Essential:

- Experience of leading large-scale change and innovation in an academic environment
- Experience at a senior level of successful development and implementation of learning and teaching policies/strategies/plans and of providing effective support structures for academic development
- Relevant senior management experience
- Experience of teaching in higher education
- Evidence of relevant research and scholarly work in the area of educational development

- Evidence of applying for and receiving external funding for research/consultancy projects relevant to educational development and the student experience
- Experience and knowledge necessary to confer the credibility and authority required to lead academic staff at all levels of seniority
- Experience of academic quality assurance/enhancement
- Strong track record in producing deliverables to tight deadlines
- Experience of analysing, interpreting and presenting complex data and/or research results and the ability to translate findings into actionable strategies
- Substantial experience of developing a TEF submission
- Substantial experience of developing and monitoring Access and Participation Plans or Access Agreements

Knowledge

Essential:

- An appropriate understanding of the UK higher education agenda,
- Extensive knowledge of developments affecting UK higher education, with particular reference to the student experience, and a demonstrable understanding of the wider HE context in which the University operates
- Extensive knowledge of the theoretical underpinnings and research directions with regard to pedagogy in HE

Skills

Essential:

- Ability to manage staff and to work with and guide the development activities of academic and academic-related colleagues across the institution
- Evidence of strong interpersonal, networking and team-working skills
- Excellent communication, presentation, influencing and negotiating skills
- Demonstrable project and budget management skills
- Proven ability to research and write high impact reports and present recommendations
- Strategic thinker with the ability to contextualize, innovate and prioritise

Hours: As a professional contract, there are no set hours stipulated. The postholder will be expected to work flexibly and for such reasonable hours as are necessary in order to fulfil the duties and responsibilities of the post.

Annual Leave: 35 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon campus please ensure you can commute without a car.

Information on public transport to Hendon can be found here:

<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.