

JOB DESCRIPTION

Job Title:	Director of Learning and Teaching
Job Ref:	ESE41
Campus:	Hendon
Service:	Education and Student Experience
Grade:	Senior Manager
Salary:	Competitive
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
Period:	Permanent
Reporting to:	Pro-Vice Chancellor Education & Student Experience
Reporting to Job Holder:	Head of Access and Participation Head of Educational Development Head of Quality, Enhancement and Teaching Excellence

Overall Purpose:

The Director of Learning and Teaching will support the delivery of the University Education and Student Experience strategy, providing strategic leadership for the development and delivery of learning and teaching across the university. The role will focus on ensuring that every student benefits from an excellent academic experience through high-quality teaching, curriculum innovation, and the development of best practices in pedagogy. They will work closely with staff across and students across the Middlesex community contributing to the creation of an academic environment that fosters exploration, enhancement, and academic excellence.

Principle Duties:

- To provide strategic leadership for all aspects of learning and teaching, ensuring alignment with the University's Strategy 2031, and the Education and Student Experience sub strategy
- To provide pedagogic leadership in all aspects of quality enhancement relating to learning, teaching, assessment, quality enhancement, student engagement, staff development and digitally enabled learning. To include programme design, development and validation, and external examining
- To develop and lead workstreams to explore interventions and remove barriers to student, staff and programme success, and which ensure that university's curriculum and teaching practices support a diverse and inclusive student body, particularly those from underrepresented or disadvantaged backgrounds
- To lead the development and implementation of the Access and Participation Plan for the University, including work with colleagues across the University, Student Union and other key stakeholders to develop initiatives which support the work of the University in achieving targets as published in the plan
- To develop systems for monitoring and evaluating performance which ensures programme delivery meets and exceeds regulatory targets, thresholds and benchmarks for student outcomes, including those of OfS, Ofsted and PSRBs
- To lead the design and implementation of a comprehensive staff development offer for the Middlesex global learning and teaching community which promotes the development of knowledge skills and behaviours needed to deliver a high-quality academic experience for students. To include the Middlesex University Recognition

Schemes for AdvanceHE fellowship, Collaborative Award for Teaching Excellence (CATE) and National Teaching Fellowship (NTFS)

- To work with the Academic Partnerships Office to ensure quality systems for the review and approval of academic and international partners is effective, timely and meets regulatory and Middlesex requirements
- To work as part of the Executive team for Education and Student Experience to develop a positive culture of collegiality and collaborative working across the portfolio and wider professional services and faculty-based teams
- To lead the directorate of learning and teaching, including annual planning, resource management, recruitment and performance management of staff and the creation of a curious, enabled team that puts students at the centre of their actions
- To contribute to pan university events including induction, welcome, and graduation
- To undertake any other activity as appropriate and as requested by the Education and Student Experience leadership

Areas of Direct Responsibility:

- Centre for Academic Practice
- Quality Enhancement and Teaching Excellence
- Access and Participation

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

PERSON SPECIFICATION

Job Title: Director of Learning and Teaching

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria.

SELECTION CRITERIA

Essential Qualifications and Experience:

- A postgraduate qualification (Master's or PhD) in a relevant discipline, or equivalent professional experience in learning and teaching in higher education
- Fellowship of AdvanceHE or similar recognition of excellence in teaching
- Substantial experience in a senior academic role with responsibility for learning and teaching, curriculum development, or academic quality enhancement
- Proven leadership skills with a track record of driving change and innovation in teaching practices and academic development
- In-depth understanding of digital pedagogies, learning design, and the integration of new technologies (such as AI) in higher education
- Strong knowledge of academic quality assurance processes, including internal and external regulations, PSRBs, and OfS conditions of registration
- Experience in academic administration, including course records, validations, and managing external examiner relationships

Desirable Knowledge and Experience:

- Experience in leading staff development initiatives, including programmes like AdvanceHE fellowship, CATE and NTF
- Strong understanding of the challenges and opportunities facing teaching-focused post-92 universities
- Experience with curriculum development and academic regulations at a strategic level

Essential Skills and Personal Attributes:

- Demonstrable skills and behaviours in line with the Middlesex Graduate Competencies we seek to develop in our students
- A strong commitment to enhancing the student experience and improving teaching quality
- Excellent interpersonal and communication skills, with the ability to engage effectively with students, staff, senior leaders, and external stakeholders
- Ability to build and nurture open, respectful, collaborative and constructive cultures to achieve results
- A strategic and forward-thinking approach to leadership, with the ability to drive innovation and respond to changing educational landscapes
- Highly organised with strong project management and problem-solving abilities
- Demonstrable commitment to fairness and the principles of equality and inclusion

TERMS AND CONDITIONS

Diversity

We value diversity and strive to create a fairer, more equitable work environment for our staff and students. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.

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.

MU Services Limited

Middlesex University has established a wholly owned subsidiary, MU Services Limited, to provide professional services to the University. Staff of MU Services Limited will work alongside Middlesex University staff. All University professional services staff job descriptions, policies and procedures and the University Professional Services Staff Handbook will apply to both Middlesex University staff and MU Services Limited staff during their employment, unless where expressly stated otherwise. Staff will remain with their current employer, unless they move to an academic or academic related role.

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.

Travel to Hendon Campus

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.

Public Transport

Our Hendon Campus is well served by public transport with buses, London Underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL (www.tfl.gov.uk) and have a look at our directions and location map to help plan your travel:

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

Parking

There are currently Regular Parking Permits and Pre-Paid Parking options available to new joiners. Further details are available on the Travel and Transport page on the staff intranet. Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.

Parking for Disabled Staff

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

What Happens Next?

If you wish to apply for this post please return to the portal and click on Apply Online.

If you wish to discuss the job in further detail please contact Dr Ellen Buck, Pro Vice-Chancellor Education and Student Experience, via email on E.Buck@mdx.ac.uk