Head of Learning and Teaching Enhancement

Job Description
Job Title: Head of Learning and Teaching Enhancement  
Grade: 9  
Responsible to: Head of Library, Learning and Student Services

Overall Purpose

To lead the Learning Enhancement teams within LLSS to deliver student-focussed strategies that improve student engagement, retention, progression and achievement. To facilitate student success through the monitoring, development, evaluation and dissemination of teaching and learning innovation, the promotion of an inclusive curricula through the embedding of social innovation into practice by the targeted use of data, the creation of communities of practice and the student voice to enhance inclusive and innovative learning design and academic development opportunities and the management of quality enhancement initiatives.

Core People Management Duties & Responsibilities

- Manage performance and behaviour (including the PDR and the Probation period) of team on an ongoing basis.
- Monitor leave and absence of the team on an ongoing basis. Approve annual leave requests, manage poor attendance and support staff with ongoing ill health issues.
- Monitor and approve development opportunities to meet changing needs of the University and personal development.
- Communicate effectively at all levels, ensuring relevant information is cascaded to the team and allow for two-way communication including team meetings and 1-2-1’s.
- Foster wellbeing of team members ensuring maintenance of work-life balance, adherence to Working Time Regulations and providing opportunities for staff to raise issues e.g. through regular 1-2-1 meetings.
- Plan resources to ensure adequate coverage to meet the needs of the service whilst recognising employee wellbeing.
- Undertake all aspects of recruitment in accordance with University policy and procedure, for both within the team and supporting other departments and faculties across the University
- Undertake investigations and undertake role of hearing manager in cases of disciplinary and grievance for employees across the University in line with University Policy and procedures.

Principal Duties and Responsibilities

- Lead a complex, multi-disciplinary team to develop an integrated approach to student and staff skills development:
  i. Manage the Head of Academic Practice (Staff Development) to develop and deliver innovative and inclusive development in teaching and learning including a holistic offering over the academic career lifecycle.
ii. Manage the Head of Learning Development to develop and deliver innovative and inclusive opportunities for student academic skill development

iii. Manage the Learning Design team in providing practical support and advice to enhance academic practice

iv. Manage the Educational Linguistics team in providing learning, teaching and assessment for English for Academic Purposes

- Lead on the development of strategies for an inclusive curriculum.
- Lead on the development of mechanisms to enhance student voice involvement as co-creators in learning and teaching.
- Enhance the Integrated learner support model and support its implementation.
- Lead on the development of methodology for the dissemination and celebration of good practice in teaching and learning and assessment, including communities of practice providing academic support for the development of pedagogy and encourage academic recognition and research in learning and teaching.
- Lead the development of new approaches to the robust collection, analysis and use of data concerning student learning to enhance policy and practice.
- To regularly review and update policies pertaining to learning, teaching and assessment.
- To facilitate positive organisational change through the development, promotion, management and evaluation of innovative quality enhancement projects in support of student engagement, retention, progression and attainment.
- Undertake and support high quality, university-wide research and development in HE.
- To respond to the national agenda and external initiatives, including representing the University in external networks and enhancing the University's reputation in learning, teaching and assessment.
- To lead the team offering guidance and advice for staff in relation to learning, teaching and assessment policy and practice.

**Generic Duties and Responsibilities**

- The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by the Head of Library, Learning and Student Services.
- The post holder will be responsible and accountable for ensuring all employment legislative requirements are adhered to including equality and diversity and health and safety issues.
- The job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements, but only in full consultation with the post holder.
Person Specification

Please ensure that your application statement provides clear and specific examples to illustrate how you meet each essential criterion. Applicants who fail to do so will not be shortlisted.

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<tr>
<th>Criteria</th>
<th>Essential / Desirable</th>
<th>Assessment Methods</th>
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**Qualifications**

1. Professional Recognition as HEA Fellow (D3) and teaching qualification recognised by HESA, or willingness to obtain within a reasonable period
   - Essential
   - Application

2. Recognition as Senior or HEA Principal Fellow
   - Essential
   - Application

3. Qualified to at least Master’s level
   - Essential
   - Application

4. Recognised membership of relevant professional body alongside Advance-HE (e.g., ALDinHE, ALT or similar)
   - Desirable
   - Application

**Skills, Knowledge and Experience**

5. Proven experience of leadership of large, multi-disciplinary teams
   - Essential
   - Application Interview

6. Experience of a leadership role in learning and teaching
   - Essential
   - Application Interview Presentation

7. Experience in the use of data to inform decision making in an HE context
   - Essential
   - Application Interview Test

8. Experience in leadership of organizational change
   - Desirable
   - Application Interview

   - Essential
   - Application Interview

10. Experience of leading projects
    - Essential
    - Application Interview

11. Experience of the management of educational development
    - Essential
    - Application Interview

12. Experience of the management of student voice initiatives
    - Desirable
    - Application Interview

13. Media Literacy – Critically read and produce academic and professional communications creatively in a range of media
    - Essential
    - Application
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<th>14 Communication and collaboration – Participate in digital networks for learning and research</th>
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<td>15 Career and identity management – Manage digital reputation and online identity</td>
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<td>16 ICT Literate – Adopt adapt and use digital devices, applications and services</td>
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<td>17 Digital scholarship – Participate in emerging academic, professional and research practices that depend on digital systems</td>
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<td>18 Experience of using Virtual Learning Environments</td>
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<td>19 Demonstrate an understanding of HR policies and procedures</td>
<td>Desirable</td>
<td>Interview</td>
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<td>20 Ability to identify and undertake vital conversations appropriately</td>
<td>Essential</td>
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<td>21 Ability to delegate appropriately</td>
<td>Essential</td>
<td>Interview</td>
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**Personal Qualities**

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<th>23 Ability to adapt to organisational change</th>
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<td>24 Ability to adapt to technological advances in teaching</td>
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<td>25 Persuasion and negotiation skills</td>
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<td>Presentation</td>
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<td>26 Flexible, innovative, student-centred approach to learning and teaching</td>
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<td>27 Ability to motivate staff</td>
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<td>28 Demonstrable commitment to personal and professional development</td>
<td>Essential</td>
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