



GRIFFITH COLLEGE

Job Title: Programme Director LL.B. (Hons) Blended Learning	Reports to: Head of the Law Faculty
Location: <i>Dublin</i>	Job Type: Full time

Purpose

The Programme Director reports to the Head of Faculty on all Programme issues and is the line manager for relevant lecturers within the faculty.

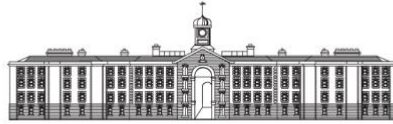
The Programme Director ensures that an excellent care service is provided to all those who interact with the Faculty, learners and staff alike.

Main responsibilities for position

- Programme Director on the LLB (Hons) via Blended Learning.
- Providing academic leadership through helping to maintain and enhance excellence in teaching within the Faculty
- To work proactively in improving existing courses and programmes.
- To contribute to the design and development of new courses and programmes.
- To provide support and supervision to Faculty lecturers and meet them on a regular basis.
- Manage induction for new lecturers.
- Manage induction for new learners.
- Provide assistance to learners, as required, in a timely manner.
- To participate in internal departmental and multi-disciplinary meetings/committees

Including, monthly Programme Director meetings and external meetings as required.

- Adhere to exam procedures and deadlines and manage adherence by lecturers.
- To represent the Faculty externally as required.
- To be committed to customer service and to adhere to essential quality assurance procedures
- Present at least two academic papers over the course of the academic year.
- To foster the research culture in the faculty and to be actively involved in same.
- Ensure LL.B. (Hons) Blended Learning is ready for Programmatic Review and/or validation/re-validation.



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Programme Content

- Manage the development/delivery of Programme syllabus as prescribed by the Governing Body.
- Review Programme s/modules on an annual basis.
- Maintain the academic integrity of the Programme s in Dublin, Cork and the LLB as delivered via blended learning.
- Ensure that the delivery mechanisms are appropriate for each module.
- Maintain the module integrity and consistency with day and evening Programmes in Dublin Cork and online.

Teaching

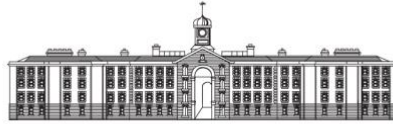
- Teaching such assigned classes as deemed appropriate by your manager, day or evening.
- Your teaching responsibilities will include up to 10 hours per week which would be delivered to any cohort (Level 7 to Level 9) within the faculty, (full time, part-time or blended learning).
- Responsible for clinical legal education on the LL.B. (Hons), including the Innocence Project module and Dissertation module.
- Principal duties and responsibilities as per Lecturer job description.

Learners

- Work with Admissions as regards programme applications.
- Meet with learners to discuss performance, problems, complaints and advise on remedial action.
- Approve exemptions/deferrals in module(s) for learners.
- Review learner queries re: module(s) results in examinations.

Administration

- Provide Annual Course Review to the Head of Faculty.
- Approve Examination Broadsheets.
- Prepare timetables and work with the Faculty Administrator to book rooms as per timetables for the relevant Programme within the CMIS system (room-booking software).
- Attend Exam Board meetings and prep meetings.



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- Retain summary information on exam module reviews and lecturer assessments
- Liaise with Admissions and International Office re: new entrants (apart from initial faculty acceptance, most of this liaison would be managed at CA level).
- Graduation duties as required.
- To attend start-up period during Exams.
- Member of Programme Director Group.
- Be familiar with College policy and procedures in relation to Health and Safety and the Data Protection Act.

Lecturers

- Maintain a suitable lecturing panel.
- Interview and select suitable candidates for teaching posts as the need arises.
- Provide feedback to teaching staff on their performance and advise on remedial action.
- Advise lecturers of support facilities to enhance performance including CTE programme.
- Organise additional tutorials/lectures where appropriate.

Pastoral care

Keep all on-line learners motivated and engaged over the academic year.

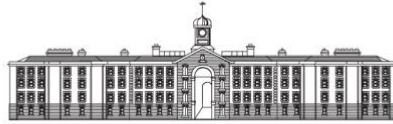
Ensure that the weekly activities are appropriate for the content.

Organise and maintain a pastoral care system).

Ensure that those who are repeating or who have deferred from last year re-engage.

Quality Assurance

- Manage and oversee the quality assurance mechanisms required for running LL.B. (Hons) via Blended Learning and work with the other Programme Directors for undergraduate (UG) degree programmes in this regard.



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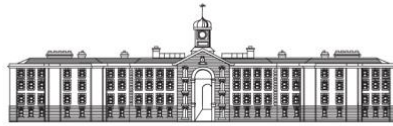
- Ensure communication of correct module descriptors and assessment to all blended learning lecturing staff and admissions.
- Ensure active liaison between lecturing staff on all blended learning modules and lecturers on equivalent modules across campuses and different modes of delivery.
- Ensure exam submission, assessment and other faculty deadlines are adhered to.
- Work with the other LLB Programme Directors to organise and structure the blended learning programme delivery in line with QQI standards, programme learning outcomes etc.
- Liaise with learning technologists to ensure smooth delivery of blended learning programmes ensuring that blended learning content is of a high standard, engaging, up to date and managed in a structured way.
- Liaise on an ongoing basis with learning technologists and the other Programme Directors for LLB programmes in organising relevant training to support lecturing staff in teaching through blended learning.
- Develop a structure to support the academic requirements of delivering a law degree through blended learning. Access, transparency and consistency are key to this.
- Take responsibility for all faculty QA processes connected to the running of the exam board for the blended learning learners.
- Work as part of the whole Law faculty team and undertake any tasks / duties as assigned to you by the Head of Faculty.

Contribution to the Faculty

- You may be asked to perform other duties that may be assigned by your manager from time to time.
- The PD for LLB (Hons) Blended Learning must actively participate in the general work of the Faculty as directed by the Head of Faculty.

Marketing /Admissions

Ensure that the website is up to date with the best possible video material and testimonials;



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- Work closely with Marketing Department with regard to the marketing of the blended learning LL.B. (Hons) programme – eg promotional video, press releases, blogs, articles, open evening videos etc;
- Attend open evenings /days / events as required;
- Make admissions-related phone calls to applicants;
- Be available to meet with prospective learners – one to one meetings;
- Process applications for the LLB blended learning programme as necessary through APEL and/or APL.

Other tasks and duties

- Work as part of the whole Law Faculty team and undertake any tasks / duties as assigned to you by the Head of Faculty.
- Co-ordinating Moodle;
- Engaging with marketing to promote your profile and that of Griffith College;
- External Examiner preparation;
- Event preparation;
- Contribute to the running of the graduation;
- Answer learner questions related to any programme;
- Resolve technical or connectivity issues or pass to IT Services for specific issues;
- Encourage, motivate learners and maintain required records;
- Attend Faculty meetings, Course Committee meetings and Pre-semester meetings;
- Attending to other tasks like exam writing, exam correction, attending the live exams and exam boards in January, June and August.

Person specification

- Overall the successful candidates will be expected to make a significant contribution to the teaching profile of Griffith College and:
- Possess a level 9, or higher, qualification in Law.
- Be highly organised with meticulous attention to detail.

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Have excellent interpersonal skills.

- Have excellent written and verbal communication skills.
 - Be willing to work effectively as part of an integrated team in the Law Faculty
 - Be committed to high quality research and publication in well-regarded, academic peer-reviewed journals (including a track record in this regard).
 - Hold a Teaching and learning qualification. If not, the applicant will be required to complete the College's level 9 Training & Education programme within two years of appointment.
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- This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing environment within the Faculty and the College.

About Griffith College

Established in 1974, Griffith College is Ireland's largest independent third level institution with locations in Dublin, Cork and Limerick. The main campus is situated on seven acres within a mile of St. Stephen's Green on Dublin's South Circular Road. Griffith College enjoys national and a growing international reputation for student success. The College has gained an enviable, award winning reputation for providing students with first class lectures and excellent study material. Griffith College offers internationally recognised postgraduate and undergraduate degree programmes, complimented by a wide range of professional, short term and corporate training educational solutions - in Griffith college, there is something for everyone. Today there are over 7,000 students studying in the College, which is a designated educational institute of the Quality and Qualifications Ireland (QQI). Click the link for more information. <http://www.griffith.ie/>



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Minimum Education/ Experience Requirements:

Hours of work:

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Why work for Griffith College?

- Stunning historical premises on 7 acres of land.
- Competitive salary.
- Training and Development opportunities.
- Free parking facilities.
- Subsidised on-site restaurants.
- Hybrid-working opportunities.

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