

## **Head of Teaching and Learning.**

Job Description:

Reporting to: Director of Academic Programmes

This is a senior role within the College, carrying primary responsibility for the design, delivery and quality of programmes within the Teaching and Learning Faculty and providing key guidance and support role in respect of the teaching, learning and assessment practices undertaken across all faculties.

The role involves exercising professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:

### Teaching and Learning Faculty

- Manage the development and delivery of the faculty's programmes in line with evolving learner and market requirements
- Undertake annual and periodic reviews of faculty programmes in accordance with College and QQI requirements
- Manage the development of new programmes through internal and collaborative development
- Ensure the currency, relevance and educational value of all Faculty programmes
- Provide clear and timely communication regarding the faculty's programmes for learners, prospective learners, lecturers, accreditation bodies and other stakeholders
- Understand, apply and share contemporary educational research, theory and practice in pedagogy, assessment and reporting

### College Wide

- Champion outstanding teaching, learning and assessment practices that are informed by best practice
- Lead, develop and enhance the teaching and learning practices within the College through a range of support initiatives, workshops, group training and one-to-one sessions.
- Provide support and guidance for new and existing lecturers to advance their teaching, learning and assessment practices
- Cultivate an environment that promotes and secures good teaching, effective learning and high standards of achievement
- Identify new teaching and learning resources and initiatives that serve to advance the College's teaching, learning and assessment capacity
- Keep informed of national and international dialogue regarding developments in teaching, learning and assessment
- Provide induction and support for new and existing members of the teaching team
- Manage the handbooks provided by the College
- To challenge, nurture new T&L practices including Blended and on-line learning

- Champion the President's Award and encourage our teaching team to be involved in national competitions to raise their profile and that of the institution
- Provide information support and guidance to all staff and lecturers in Dublin, Cork and Limerick

Other related duties may also be assigned by your manager from time to time. 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 Department and the College.

**Recommended Person Specification:**

Knowledge:

- First degree and master's level qualification in teaching and learning
- Significant experience of teaching at Higher Education level
- An active interest in current development in teaching, learning and the learner experience
- Holding or actively progressing a doctoral qualification

Skills

- Well-developed leadership and organisational skills
- Ability to work effectively as part of a team and to develop a close and effective working relationship with senior and junior colleagues from diverse backgrounds
- Proven ability to use initiative, to think strategically and to adopt an active approach to problem solving
- Strong interpersonal skills including, motivational, negotiating, influencing and networking
- Ability to respond and implement new policies and procedures
- Excellent communication skills
- Ability to manage conflicting priorities
- Ability to present ideas to diverse audiences

Experience

- Programme development and management in higher education
- Module design and development