**Job Specification for The Head of Teaching and Learning**

**Main responsibilities for position:**

**Teaching and Learning Department**

* Undertaking full responsibility for enhancing on an on-going basis the academic integrity of programmes within the Department
* Providing academic leadership by maintaining and enhancing excellence in learning and teaching within the Department
* Ensuring that the Departmental webpages and all programme pages are up to date and professionally written
* Developing and maintaining research culture and encouraging staff participation in research or scholarly activity
* Demonstrating familiarity with core College policies and procedures in relation to Health and Safety and Data Protection
* Proactively contributing to the College QA function
* Leading departmental self-evaluation – reviewing courses/modules on an annual basis
* Ensuring that staff are given a full range of teaching experiences and allowed to develop different aspects of their teaching
* Making presentations to stakeholders or professional accreditation or other bodies as appropriate
* Representing the Department externally as required.

**Lecturing Support**

* Providing, subject to reasonable constraints, the latest learning resources for lecturers
* Providing induction for new lecturers

**General Duties**

* Participating in internal departmental and multi-disciplinary meetings/committees and external meetings as required

*Any other duties that may 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 Faculty and the College*