

ROLE OF THE UNDERGRADUATE HEAD OF STUDIES

OVERALL PURPOSE OF THE ROLE:

The post of Head of Studies is a key role in Faculty and University planning and management of the academic portfolio and as such the postholder will work closely with the Dean of Faculty and Pro Vice-Chancellors as appropriate.

The postholder will:

- provide effective leadership within the Faculty by way of strategy, policy and decision making and management of academic undergraduate programmes across the Faculty;
- ensure the establishment, maintenance and evaluation of effective and efficient policies to support and enhance academic standards and learning and teaching across the Faculty.
- provide effective leadership on the initiation of new academic developments, including the promotion and facilitation of multi-disciplinary and inter-disciplinary developments.

MAIN DUTIES AND RESPONSIBILITIES:

Academic Management

- Has responsibility, on behalf of the Dean, for the management and co-ordination of academic planning for taught provision within the Faculty. In this regard the postholder will work closely with the Head of Curriculum Planning as appropriate.
- In conjunction with subject and programme leaders within the Faculty promotes curriculum development and enhancement which maximises the potential of the modular scheme both within the Faculty and across Faculties.
- Coordinates academic development and approval processes across the Faculty, and has overall responsibility for the maintaining of the Faculty's definitive record of the taught curriculum
- In conjunction with the chair of the Faculty Learning & Teaching Committee and teacher fellows in the Faculty, promotes the development and enhancement of teaching, learning and assessment across the Faculty.
- In consultation with subject and programme leaders and the Head of Curriculum Planning, ensures that academic approval and modification, timetable and other protocols are adhered to across the Faculty.
- Has responsibility for ensuring an appropriate programme focus within the Faculty and working with programme leaders and programme teams to aid them in this.
- Assists and advises programme leaders and module leaders in the preparation of course and module templates
- Is an ex-officio member of Subject Authority Boards as required
- Is Deputy Chair of the Faculty Progression and Award Board and the Faculty Academic Planning Committee. Is a member of the Faculty's Academic Committee and the Faculty Executive Committee. Is a member of the Faculty Human Research Ethics Committee.
- Contributes, as required, to the external quality assessment processes for subjects within the Faculty
- Works with subject leaders and others in planning and organising arrangements for the recruitment, admission and induction of students.
- Provides overall management to the operation of assessment processes within the Faculty.
- Contributes to the development, management and enhancement of retention and widening participation strategies.
- Is an ex-officio member of the Modular Management Group and the Academic Planning Committee.

Student Support

- In liaison with subject and programme leaders, the Head of Curriculum Planning and others, ensures that all students within the Faculty are appropriately supported within the Personal Tutorial System and have access to academic guidance and support
- Deals with matters relating to students' progress which cannot be dealt with by academic or support tutors
- Ensures that satisfactory arrangements are in place to interview students who are experiencing severe extenuating circumstances and that the approved procedures are used to notify these to subject assessment boards
- Puts into place within the Faculty appropriate arrangements for the monitoring of student attendance
- Ensures that satisfactory arrangements are in place to interview students with unsatisfactory attendance records and advises on appropriate action

Liaison

- Liaises with programme and subject leaders and others over such issues as student recruitment, admissions, induction and the mentoring of students.
- Advises personal tutors as required and liaises with them over students causing concern
- Liaises, as necessary and appropriate, with the Head of Curriculum Planning and others, over students taking joint programmes which straddle Faculties and, in particular, over suitable arrangements for the recruitment, admission, induction, tutoring and advising of such students.
- Liaises with Associate College staff as appropriate.