

School Education Director

The School Education Director is appointed by the Head of School, in consultation with the Faculty Education Director as appropriate.

Main job purpose:

To provide leadership at School level to ensure the School's educational offerings (including units, programmes, educational partnerships, continuing professional development) are distinctive, innovative, high quality and internationally competitive;

To act as the main point of contact in relation to educational matters within the School;

To provide oversight of the operation and delivery of education in the School;

With the Head of School and Faculty Education Directors:

To deliver the University, Faculty and School educational priorities as outlined in the relevant strategies.

Strategic responsibilities

Contribute to key decision making within the School with regard to education, including consideration of any new or significant change in its offering (e.g. a new educational partnership).

Attend meetings of the School Senior Management Team.

Chair and lead the relevant school undergraduate or graduate studies committee.

Represent the School at Faculty level in educational matters and to be a member of relevant Faculty committees.

Work with the Faculty Education Director and Chair of the Faculty Quality Team to deliver agreed strategic priorities.

Support the Head of School, Faculty Education Director and Chair of the Faculty Quality Team in optimising performance in any internal or external assessment of teaching quality and enhancement.

Ensure that the established framework for engaging with the student body at School level is working as intended, including taking the lead on responding to the results of student feedback and survey information and attending meetings of the Staff Student Liaison Committee.

Operational responsibilities

Lead in the development of educational innovation, enhancement and enrichment with programme and unit directors.

Have oversight, with the Faculty Quality Team and in liaison with programme directors, of academic standards in the delivery of education and the overall student academic experience in the School.

Oversee the approval of new and revised programmes and units at School level.

Chair the School Board of Examiners, as nominee of the Head of School, and attend the Faculty Board of Examiners

Deal with issues involving student progress, complaints, appeals, and representations from individual students or groups of students.

Seek feedback within the School on proposed Faculty and University policy and decisions.

Communicate and help implement agreed Faculty and University policy and decisions within the School, reporting progress to the Faculty Education Director and/or Chair of the Faculty Quality Team, as appropriate.

Working with other School roles

It is recognised that the role of School Education Director will have local variations depending on School set up and School characteristics for example, with departments or subjects and undergraduate/postgraduate split. For most Schools, it is anticipated an Undergraduate School Education Director and Graduate School Education Director will be identified. The School Education Director may also act as a programme director.

The exact responsibilities may also vary, particularly where other School level roles have already been established and it will be for the Head of School to ensure that roles and responsibilities are clear.

It is likely that School Education Directors will also work with programme directors, School Recruitment and Admissions Officers with regard to recruitment and admissions matters, School Examinations Officer, or equivalent, with regard to examinations and assessment matters and Senior Tutors with regard to student support. There may be liaison with other relevant School roles depending on local practice.

The School Education Director will be given a workload allocation for the role by the Head of School, in line with the Faculty or School workload model.

Approved by Education Committee, October 2015