School Education Director Role Description

School Education Directors are appointed by the Head of School in consultation with the Faculty Education Director.

It is recognised that the role of School Education Director may have local variation depending on school characteristics: for example, some schools may want to split the role by level of study, appointing an Undergraduate School Education Director and a Graduate School Education Director or a Deputy(ies).

Where the role is split, the Head of School will make sure that the roles and responsibilities of each are clear.

The role(s) will be acknowledged appropriately in workload allocations.

1. Main role purpose

The School Education Director is the strategic lead for education in the school, championing institutional, faculty and subject specific agendas to enhance the curriculum, teaching, assessment, and the student learning experience. The role is directly responsible to the Head of School and accountable to the Faculty Education Director/s. The role provides academic leadership in the school to ensure that the faculty and University fulfils its Education Strategy, providing an inspiring, intellectually stimulating, and transformative education which enables all students to grow in their capacity to tackle challenges confronting society. The role works closely with school professional services staff and will have oversight of the education related processes they undertake to enable the provision of education related activities.

2. Responsibilities

Strategic leadership at the faculty level

1. Represent the school at events or by membership of networks to raise the profile of education within the faculty and University through engaging in scholarship, influencing policy, and shaping educational discourse.
2. Represent the school at faculty level in educational matters and, as a member of relevant faculty committees, share responsibility for the faculty's educational leadership and the delivery of agreed strategic priorities under the direction of the Faculty Education Director(s).

Strategic leadership at the school level

3. As a member of the School Senior Management Team advise the Head of School (and Faculty Education Director) on school priorities and deputise for the Head of School as required. Lead on school implementation of strategic faculty and University education initiatives and school enhancements to support student satisfaction.

4. Lead Programme Directors, Unit Directors, and other education stakeholders in the school to pursue excellence in education, share best practice, develop educational initiatives, and strengthen participation in central enhancement activities, working with BILT and strategic projects such as the Curriculum Enhancement Programme, the Bristol Futures Curriculum Framework, and the Bristol Skills Framework.

5. Provide oversight of the school’s taught programmes, to ensure that they are distinctive, innovative, high quality and internationally competitive, introducing new programmes and withdrawing or suspending others, in alignment with faculty and University strategic priorities.
Oversight of education provision and the student learning experience in the school

6. Oversee the effective delivery and development of undergraduate and postgraduate taught programmes within the school, ensuring that all programmes adhere to the University’s Quality Framework and any external quality regulations (including any accreditation by professional, statutory and regulatory bodies). Oversee the approval of new taught programmes and units and the withdrawal and suspension of existing taught programmes and units as appropriate.

7. Lead work on an annual cycle to create, update and implement the school’s Education Action Plan and engage with the work of the University Quality Team, notably in Reviews and Periodic Programme Revalidation, and oversee the implementation of recommendations arising from such reviews. Oversee the Annual Programme Review process in the school.

8. Ensure the operation of the University Policy for Unit Evaluation in the school, evaluate aggregated data, and act on outcomes as appropriate.

9. Oversee the assessment, return of coursework and provision of feedback to students within the agreed timescales in liaison with colleagues as appropriate e.g. Unit Directors, Programme Directors, school professional services staff.

10. Ensure that the established framework for engaging with the student body at school level is working as intended, including ensuring that the school works with student reps to prepare effective meetings of the Student Staff Liaison Committee(s), and participating in these.

11. Deal with issues involving student progress, suspension of or extension to studies, transfers, academic misconduct, appeals, complaints, and representations from individuals or groups of students, working closely with the Senior Tutor, school professional service colleagues and Faculty Education Director.

12. Ensure effective management of the undergraduate and postgraduate taught examinations processes within the school, in collaboration with school professional service colleagues. Chair the relevant school undergraduate and/or graduate studies committee and School Board of Examiners, as nominee of the Head of School, and attend the faculty education committee (or equivalent) and Faculty Board of Examiners.

3. Relationships

Line manager: Head of School

Line manager to (where appropriate): The SED may line manage role holders as specified by the Head of School.

Working with other role holders:
Close liaison within the school with Programme Directors, Directors of Teaching, Senior Tutor/s, school professional services staff, Unit Directors and School Disability Coordinator/s.
Liaison outside of the school with Faculty Education Director/s, Other School Education Directors, Associate PVC (Learning and Teaching), Associate PVC (Education Quality and Standards), University Quality Team, Education and Student Success division staff.

Document approval
Amendments approved UEC May 2023
Approved by Education Committee, October 2015