Job Details: Associate Dean (Teaching)

Job Description

Role Purpose

To play an integral role in the University’s learning and teaching leadership, thereby contributing to strategic priorities in this core area.

To provide strategic and operational leadership in learning and teaching for the School of insert details; responsible for maintaining and developing the School's excellence in learning and teaching in line with the Institutional learning and teaching strategy and Strategic Plan.

Responsibilities

External to the School

1. To contribute to institutional strategy in learning and teaching and to represent the School in University learning and teaching fora, notably Learning and Teaching Committee and one or more sub-committees.

2. To work with the other Associate Deans (Teaching), colleagues in the Teaching Centre, Registry and other Professional Services to ensure that efficient practice in teaching, and effective student learning and assessment are shared across the University and promoted within the School.

3. To act as an independent assessor of quality and standards in other Schools, notably in periodic programme reviews, and in external validations as appropriate. (Note 2.)

Within the School

1. To be an active member of the School SMT and to lead the formulation and implementation of School policy in learning, teaching and assessment in line with University strategy, and with appropriate academic and administrative support as determined by the Dean.

2. To oversee the strategic development and review of the School's portfolio of undergraduate and taught postgraduate programmes.

3. To work in collaboration with the School Associate Deans for Research and Enterprise to ensure that the learning opportunities of students support the desired attributes of our graduates.

4. To ensure that the quality and standards of the School's provision satisfy the University’s assurance framework (including Regulations and Codes of Practice) and enhancement objectives, and that these are recognised in internal and external assessments, including professional body accreditation as appropriate.

5. To oversee with the Dean of the School, responses to student-related evaluations, including the National Student Survey, and the development of learning and teaching practices that address relevant issues.

6. To support the Dean of the School in promoting the professional development of School staff, notably as it relates to a scholarly and research-informed approach to teaching excellence.
7 To pursue his or her own research, scholarship, teaching and enterprise and contribute to the School's research and teaching programmes. (Note 3.)

8. To chair the School Learning and Teaching Committee(s) as appropriate.

9. To work with the Operations Manager and advise the SSMT on staffing and balance of workload, equipment, space and other resource requirements needed to support the School's learning and teaching provision.

10. To engage in professional development opportunities in the University consistent with the needs and aspirations of the post holder and the University.

11. To take steps to maintain and enhance the experience of all Loughborough students.

12. To undertake any other related duties as reasonably requested by the Dean of School and the Pro Vice-Chancellor (Teaching).

Organisational Responsibility
Reports to: Dean of School
Accountable to: PVC(T) for AD(T) role external to the School
Responsible for: None

Notes
1. It is anticipated that responsibilities external to the School of all ADTs will involve a time commitment of up to and not exceeding 0.2 FTE and that this will be reflected in the School workload model.

2. External roles relating to quality and standards and to validation will be carried out on a rotational basis. In relation to professional body accreditations, it remains appropriate for the process to be led by the relevant person closest to it in subject terms. This may not be the AD(T) in some Schools.

3. The time commitment of ADTs to their internal role will be agreed internally and reflected in the School workload model. It should not exceed 0.3FTE. There is an expectation that Schools will provide appropriate research support for colleagues in this post.

4. How responsibilities internal to the School are discharged will be influenced by the internal organisation of the School.

5. In all Schools, the role will be supported by an academic team with agreed terms of reference and specific learning and teaching responsibilities. It will also receive administrative support from the School Administrative Team in clearly defined areas of learning and teaching, which ensure the effective delivery of the School's objectives.
**Person Specification**

**Job Title:** Associate Dean (Teaching)  
**Grade:** Senior Lecturer/Reader/Professor  
**School:** Insert details

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<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
<th>Stages in assessment</th>
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</table>
| **Leadership Experience** | Experience of leadership in learning and teaching, within a School | Experience of leading national/institutional teaching and/or research collaborations | 1, 3  
| | Experience of supporting staff engaged in learning and teaching | Engagement with national/international organisations in relation to learning and teaching | 1, 3  
| | An understanding of issues facing the UK higher education sector, notably in relation to learning and teaching | | 1, 3  
| **Teaching Experience** | Experience of delivering high quality teaching at undergraduate and postgraduate (PGT and/or PGR) levels. Experience of leading programme and curriculum development | Experience of undergraduate/postgraduate recruitment and admissions processes | 1, 3  
| | Evidence of high quality teaching at undergraduate and postgraduate (PGT and/or PGR) levels | Experience of managing resources within a School in relation to learning and teaching | 1, 3  
| **Research Experience** | Research of national/international standing in his or her field | | 1, 3  
| | Experience of publishing research outcomes, securing research funding and postgraduate supervision | | 1, 3  
| **Skills and abilities** | Interpersonal, communication and team working skills | | 3  
| **Training** | A willingness to undertake further training and personal development as appropriate and to adopt new procedures as and when required | | 3  

<table>
<thead>
<tr>
<th>Education</th>
<th>Graduate in a relevant academic discipline</th>
<th>PhD in a relevant or cognate discipline</th>
<th>1</th>
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<tbody>
<tr>
<td>Other</td>
<td>To be an advocate for the mainstreaming of the University’s Equality and Diversity policy in all aspects of School activities</td>
<td></td>
<td>3</td>
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Stages in assessment: 1. application form at shortlisting, 2. selection test, 3. Interview