

JOB

DESCRIPTION

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| 1. Job specifics | |
| Job Title: | Head of Level PMDA |
| Reports to: | Senior Delivery Manager |
| Location: | London, Birmingham, Manchester, Bristol, Leeds , Newcastle |
| Department: | Academic Delivery |

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| 1. About the role | |
| What you’ll be doing? | Support the Programme Lead in coordination and planning of for the academic and apprenticeship delivery of the Programme, ensuring University and QA standards are met. |
| Key Responsibilities | Support the effective management of the Programme  Co-ordinate and plan the delivery of the programme  Act as the first point of contact for academic queries  Contribute to the management of the academic and operational relationship with the university on a day-to-day basis  Implement the University’s academic and quality assurance policies and procedures  Monitor and review student’s achievement/progression and implement additional support mechanisms when necessary  Establish and develop learning/teaching approaches to support student achievement and experience  Teach modules when appropriate  Assist with preparation for exam boards  Liaise with Module Leaders/Tutors regarding delivery, assessment, marking and management of the modules  Organise and conduct inductions for that year of the programme |
| KPIs & SLAs | Ensuring the academic and operational delivery of programmes are at the required level.  Feedback from apprentices in evaluations judge the quality of learning to be “very satisfied” or “satisfied”, using the Satisfaction score calculation to ensure a target of a minimum of 86% is achieved.  Teaching and learning practice are consistently judged to be ‘good’ or ‘ outstanding’ as part of the regular peer observations of teaching and learning  Improving the student experience in programmes  Maintain academic standards and progression  Compliance with all University and QAA standards |
| Key Working Relationships | **Internal**  Collaborate with all Degree Apprenticeship staff  Support the Associate Dean and Programme Director/Lead  Liaise with Module Leaders and Tutors  **External**  Liaise with Partner University Counterparts |

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| 1. About You | |
| Skills & Abilities | The ability to take responsibility and to work to tight deadlines  Confident communicator, with the ability to collaborate effectively with academic team members and cross-functional teams within set timeframes.  The ability to increase personal knowledge of developments and research in own subject/professional/pedagogical area  Mentoring, Training and Coaching abilities  Confident and self-motivated  Well organised and methodical in their approach to work  Strong understanding of the market place, and experience in planning, organising and assessing at undergraduate level |
| Your Experience | Lecturing experience in the HE sector in a particular subject specialism  Experience of delivering programmes and supporting Level 4-7 students on an apprenticeship programmes |
| Your Knowledge | University policies and procedures  Appropriate level of knowledge and skills to enable personal contribution to enterprise/professional practice activities  Understanding of QAA Quality Code  Understanding of the HE and Degree/Higher Apprenticeship market place |
| Your Qualifications | PGCE/ Associate HEA membership is highly desirable  Undergraduate Degree or equivalent experience  Relevant Masters – Essential  PM Qualification (PRINCE2/PMQ/AgilePM) - Essential |
| What you’ll bring to QA | Positive attitude towards supporting the student journey and their needs  Confidence and high levels of self-motivation  A willingness to work in a team  A willingness to be self-critical, reflect and self-develop  Willingness to undertake a DBS and BPSS check prior to formal start date being confirmed. |