

JOB

DESCRIPTION

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| 1. Job specifics
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| 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
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| 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 ProgrammeCo-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 basisImplement the University’s academic and quality assurance policies and proceduresMonitor and review student’s achievement/progression and implement additional support mechanisms when necessary Establish and develop learning/teaching approaches to support student achievement and experienceTeach modules when appropriateAssist with preparation for exam boardsLiaise with Module Leaders/Tutors regarding delivery, assessment, marking and management of the modulesOrganise 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 learningImproving the student experience in programmesMaintain academic standards and progressionCompliance with all University and QAA standards |
| Key Working Relationships | **Internal**Collaborate with all Degree Apprenticeship staffSupport the Associate Dean and Programme Director/LeadLiaise with Module Leaders and Tutors**External**Liaise with Partner University Counterparts |

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| 1. About You
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| Skills & Abilities | The ability to take responsibility and to work to tight deadlinesConfident 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 areaMentoring, Training and Coaching abilitiesConfident and self-motivatedWell organised and methodical in their approach to workStrong 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 specialismExperience of delivering programmes and supporting Level 4-7 students on an apprenticeship programmes |
| Your Knowledge | University policies and proceduresAppropriate level of knowledge and skills to enable personal contribution to enterprise/professional practice activitiesUnderstanding of QAA Quality CodeUnderstanding of the HE and Degree/Higher Apprenticeship market place  |
| Your Qualifications | PGCE/ Associate HEA membership is highly desirable Undergraduate Degree or equivalent experienceRelevant Masters – EssentialPM Qualification (PRINCE2/PMQ/AgilePM) - Essential |
| What you’ll bring to QA | Positive attitude towards supporting the student journey and their needsConfidence and high levels of self-motivationA willingness to work in a teamA willingness to be self-critical, reflect and self-developWillingness to undertake a DBS and BPSS check prior to formal start date being confirmed. |