

JOB DESCRIPTION

Vacancy reference:	SRF29088
Post Title:	Academic Developer
Grade:	Grade 7
School/Department:	Centre for Quality Support & Development
Reports to:	Head of Academic Development and Enhancement

CQSD Context

The Centre for Quality Support and Development (CQSD) provides integrated support, expertise and guidance for all aspects of teaching and learning enhancement, professional academic development, technology-enhanced learning (TEL), and quality assurance. Within this remit, CQSD's responsibilities include:

- Supporting University-wide strategic developments and School-based initiatives for the enhancement of teaching and learning and the student experience;
- Disseminating good practice in teaching and learning, and managing a programme of showcases, seminars and other events to support development of T&L;
- Developing policies and procedures for academic standards and quality, and overseeing quality assurance procedures related to teaching and learning;
- Managing and delivering the University's Advance HE-accredited professional development and recognition framework for new and experienced staff involved with teaching and supporting learning;
- Developing technology-enhanced learning (TEL) and supporting staff in its use;
- Developing and supporting a range of initiatives funded by the University's Teaching and Learning Development Fund.

CQSD works closely with the Pro-Vice-Chancellor (Teaching and Learning) and the Teaching and Learning Deans.

Job Purpose

- To support and develop the enhancement of teaching, learning and assessment within the University by:
 - working in partnership with staff across the University to develop academic practice, pedagogies and the curriculum
 - creating resources to support the development of academic practice, pedagogies and the curriculum
 - designing and delivering educational and professional development opportunities for staff
- To promote the development of teaching, learning and assessment within the University and to raise the profile of the University's work in this area through networking and contribution to conferences.

Main duties and responsibilities

- Manage and lead delivery of module(s) for the University's Advance HE-accredited Academic Practice Programme for new staff; guide and support colleagues who contribute to module teaching and assessment.
- Develop high quality teaching materials, methods and approaches, in collaboration with colleagues where appropriate; incorporate online and blended approaches where appropriate and ensure approaches draw on current research and evidence-based practice in HE.
- Assess progress of students through effective formative and summative assessments.
- Take an evaluative approach to own practice and associated modules; generate evidence of impact for internal and external use.
- Provide support for other CQSD initiatives, such as:
 - delivery of the University's Advance HE-accredited CPD route for experienced colleagues which leads to recognition for all four descriptors of the UKPSF;
 - mentoring the institution's nominees for the Advance HE National Teaching Fellowship Scheme
 - design and delivery of workshops for the Teaching and Learning Programme, which offers a range of development opportunities for academic staff and staff supporting teaching and learning.
 - working in partnership with staff across the University, sharing expertise and providing support, to develop staff understanding of pedagogy, practice and policy in order to enhance the learning experience for students, principally through strategic teaching and learning enhancement projects and other institutional initiatives.
- Manage and maintain your own continuing professional development, for example:
 - further develop your expertise, scholarship and evidence-informed academic practice;
 - continually update your knowledge and understanding of academic development, incorporating knowledge into teaching practice;
 - raise the profile of the University's work in this area through networking and contribution to conferences.

Supervision received

The post-holder will report to the Head of Academic Development and Enhancement.

Contact

The post-holder will have contact with Teaching and Learning Deans, School Directors of Teaching and Learning, and a wide variety of other staff in Schools and Departments, Library, Study Advice, and other professional services.

Terms and conditions

There are no specified hours of work, but you will be required to work such hours as are necessary to carry out the duties associated with the post.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed: May 2019

PERSON SPECIFICATION

Job Title	School/Department
Academic Developer	Centre for Quality Support and Development (CQSD)

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Ability to manage relationships, to establish and maintain trust and support, and to adapt personal style to different situations • Ability to operate effectively in a number of different teams, obtaining effective co-operation from members and providing support as appropriate • Ability to prioritise and manage projects and initiatives • Ability to enthuse and motivate colleagues • Ability to persuade and influence • IT literate • Excellent research, analytical and problem solving skills • Excellent writing skills, including an ability to write clearly and concisely about complex and strategic matters • Excellent oral communication skills 	
Attainment	<ul style="list-style-type: none"> • Post graduate degree (or equivalent) • FHEA (or equivalent) • Evidence of own continuing professional development 	<ul style="list-style-type: none"> • SFHEA • FSEDA
Knowledge	<ul style="list-style-type: none"> • Detailed knowledge of pedagogy in higher education • Detailed understanding and knowledge of learning and teaching for academic development • In-depth knowledge of the UKPSF 	<ul style="list-style-type: none"> • Excellent knowledge of programme design

Relevant Experience	<ul style="list-style-type: none"> • Track record of effectively supporting the development and enhancement of teaching and learning in higher education • Experience of teaching on an academic practice programme • Track record of designing and delivering academic professional development activities which successfully engage staff • Track record of engaging in scholarship and developing evidence-based practice 	
Disposition	<ul style="list-style-type: none"> • A strong collegial ethos • A commitment to inclusive teaching and learning practices • Keen to build on new ideas and to seek out opportunities for constructive change • Well organised and thorough with an eye for detail • Professional in all situations • Proactive and self-motivated • Approachable, adaptable and flexible • Willing to contribute to the broad aims of the Centre 	

Completed by: Joy Collier	Date: May 2019
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