

# JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF31629
<b>Post Title:</b>	Teaching and Learning Dean
<b>Grade:</b>	Associate Professor/Professor
<b>School/Department:</b>	Vice-Chancellors Office
<b>Reports to:</b>	Pro-Vice-Chancellor for Teaching and Learning
<b>Responsible for:</b>	

## Purpose

Teaching and Learning Deans work with the Pro-Vice-Chancellors for Education to provide leadership and management of the University's teaching and learning agenda.

## Main duties and responsibilities

As a member of the senior Teaching and Learning executive team, to develop, lead on and drive forward: the University Teaching and Learning Strategy aligned to the overarching University Strategy; the portfolio of programmes and the associated teaching and learning (T&L) policies and regulations; and, to provide leadership, support and oversee/manage T&L (in collaboration with the relevant School Director of Teaching and Learning (SDTL)) within the cluster of Schools that they represent. Other duties and responsibilities include:

### Providing leadership in the following areas:

- Development of new undergraduate and taught postgraduate programmes
- Identify programmes and modules that the University should revise/withdraw from
- Collaboration in teaching and learning between Schools and Departments
- Liaison with professional bodies responsible for the accreditation of degree programmes in relevant Schools and/or Departments
- Quality management, assurance and enhancement
- Pedagogic development

**Strategic Contribution to University T&L:** Teaching and Learning Deans have a major input into the overall direction of teaching and learning within the University. Each is expected to provide expertise and leadership and chair relevant University-wide Sub-Committees, in particular areas of the T&L agenda and especially in relation to the University's Learning and Teaching Strategy.

**Working Parties and Reviews:** Teaching and Learning Deans act as Chairs and lead on cross-institutional T&L projects and initiatives. All are involved in other reviews of subject areas and of Functions.

**Leadership of Externally and Internally Funded Projects:** Teaching and Learning Deans are expected to be involved in bidding for and/or leading internally and externally funded projects aimed at enhancing learning and teaching and the student experience, including the development of pedagogy, improving infrastructure related to teaching and learning, and generic provision such as skills and employability.

**Enhancement:** Teaching and Learning Deans work closely with the PVCs, CQSD and other groups to develop teaching and learning, through training and induction sessions, participating in University-wide teaching and learning events, judging Teaching and Learning Development Fund bids and staff teaching

excellence awards, leading 'away-days', and contributing to the various communities of practice in teaching and learning.

**Working with External Groups and External Networking:** Teaching and Learning Deans are encouraged and expected to be involved in, and/or play leading roles in, external teaching and learning initiatives, to attend relevant national events and promote teaching and learning at Reading externally. They also are encouraged and supported to represent the University on external boards, act as QAA Institutional Reviewers and undertake reviews, and participate in other relevant external committees in relation to teaching and learning, including those that impact on Government policy e.g. the Teaching Excellence Framework (TEF).

Teaching and Learning Deans:

Have a significant role in the development and implementation of collaborative provision with external partners.

Administer above School-level warnings to undergraduate and taught postgraduate students for Academic Engagement and Fitness to Study and/or Practice and refer such cases to the University as appropriate

Approve suspensions, extensions and exceptional admissions arrangements for undergraduate and taught postgraduate students

Chair relevant University Progression and Awarding Board and Special Cases Meetings.

Advise, read and comment on School T&L Plans.

Lead on the annual School Planning and Enhancement of Learning and Teaching (SPELT) process for the schools they are responsible for.

Chair scrutiny panels for new programmes especially when professional bodies are involved or where there is collaborative provision – including visits to partners in UK and abroad as appropriate  
Chair Periodic Reviews.

### **Supervision received**

Teaching and Learning Deans are line-managed by the PVCs for Education

### **Supervision given**

There are no specific line management responsibilities but Teaching and Learning Deans will be expected to provide extensive leadership, guidance, support and mentoring to HoS and SDTLs, especially within those Schools that they have particular responsibility.

### **Contact**

Schools and Departments relevant to their area of responsibility, Planning and Strategy, UEB, CQSD, Various external bodies

### **Terms and conditions**

This appointment will be for a period of 6 months. Teaching and Learning Deans will report directly to the PVC Education and normally work on a 0.8FTE basis with 0.2FTE set aside for research, teaching and/or scholarship activities. Each Teaching and Learning Dean will have responsibility for, and provide leadership in, specific strategic areas of teaching and learning as determined by, and agreed with, the PVCs. The

University is committed to having a diverse and inclusive workforce and we welcome applications where a flexible working pattern and/or a job share is proposed.

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: 9 January 2020**

# PERSON SPECIFICATION

Job Title	School/Department
Teaching and Learning Dean	VC's Office

Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Ability to articulate strategic direction and vision in T&amp;L and how this can be achieved</li> <li>• Ability to influence and communicate University strategic priorities in a clear and consistent way</li> <li>• Ability to secure change by influence and persuasion amongst key stakeholders rather than by instruction</li> <li>• Ability and willingness to consult extensively and then be decisive regarding T&amp;L-related policy and decisions</li> <li>• Ability to work with colleagues at all levels across the University and external bodies</li> <li>• Ability to work independently and as part of a team</li> <li>• Ability to work as part of a team with the PVCs, other Teaching and Learning Deans and administrative services</li> <li>• Ability to work with the student body and RUSU Sabbatical Officers</li> <li>• High level of discretion and academic judgement</li> <li>• Ability to chair University level committees/groups</li> <li>• Ability to represent the University at a high level externally</li> </ul>	

<b>Attainment</b>	<ul style="list-style-type: none"> <li>• A significant record of achievement in T&amp;L</li> </ul>	<ul style="list-style-type: none"> <li>• Previous engagement with T&amp;L activities externally</li> <li>• Higher degree and /or professional qualifications</li> <li>• Senior Fellow of HEA</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A general understanding of the policies and procedures of the University, especially those relating to T&amp;L</li> <li>• A good understanding of the University's strategic aims and how they might be realised</li> <li>• A good understanding of the QA and enhancement issues relating to T&amp;L</li> <li>• A good awareness of major issues affecting HE and HEIs</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of policies and procedures relating to collaborative provision</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Substantial experience in a leadership role</li> <li>• Experience of teaching at UG and/or PG level</li> <li>• Experience of chairing departmental/School/</li> <li>• University committees or working groups</li> </ul>	<ul style="list-style-type: none"> <li>• Experience as a SDTL,</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Willingness and ability to lead on initiatives that will benefit the University from a T&amp;L perspective, both internally and externally</li> <li>• Pragmatic, conciliatory approach to solving problems and issues</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• A commitment to furthering their own career development and that of others</li> <li>• The role will require working closely with HoSs who will maintain line-management of academic staff and face competing demands of delivering teaching and research</li> </ul>	<ul style="list-style-type: none"> <li>• Engagement in external T&amp;L activities that will promote the University</li> </ul>