

## Head of Teaching and Learning

Job Title:	Head of Teaching and Learning
Reports to:	Centre Head of Operations
Location:	<b>ONCAMPUS London</b>

### The Company

**ONCAMPUS** London is based at Birkbeck, in the heart of the University of London. Offering progression to University of London Colleges there are six University of London College partners who welcome applications from our students. Delivering high quality pathway programmes at both undergraduate and postgraduate level ensures that our students are given the best possible chance of future academic success. **ONCAMPUS** London has a proven track record of providing excellent HE support and advice to help students progress to the best universities in the UK.

**ONCAMPUS** provides high quality pathway programmes to prepare international students for undergraduate and postgraduate study at the world's leading universities. Our pathways offer guaranteed progression to over 500 degrees at our partner universities, and since 2008, **ONCAMPUS** has helped more than 4,000 students progress to the best universities in the UK, USA and Europe.

**ONCAMPUS** is part of Cambridge Education Group, which has been delivering the highest quality academic, creative and English language programmes since 1952, and has prepared thousands of students to progress onto the world's leading universities.

Whatever students aspire to, whichever college, school or centre they choose, Cambridge Education Group promises excellent teaching, premium facilities and the personal service our students demand.

Cambridge Education Group aims to be the undisputed customer service leader in the international education sector and to be recognised as such by its agents, partners and their clients, by the universities it works with and by its competitors. The objective is simple: to deliver exceptionally high standards of service in every single customer interaction and to ensure that our company values are clearly understood and are effectively applied across the whole organisation in all teams and at all levels of responsibility.

CEG is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Company also expects all staff and volunteers to share the Company's commitment to Equal Opportunities within the workplace.

### Job Overview

The key objective of the role is to provide leadership and support to the academic team and take a reflective approach to current practice with a view to introducing improvements to enhance academic achievement, learning culture and the overall student experience within the **ONCAMPUS** centre.

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### Job Description

The following section outlines a more detailed, but not exhaustive, description of the duties pertinent to this post.

### Key Responsibilities

#### Management and Leadership

- To lead, manage and contribute (including teaching) to the day-to-day delivery of the programmes offered in the centre, including the management of admission to the programmes, curriculum delivery, student assessment.
- To review academic delivery of existing programmes, celebrating good practice and identifying areas for development, and devise an inclusive strategy to drive improvement where necessary.
- To take responsibility for the implementation, monitoring and review of the centre's Strategy for Formative Assessment, in line with ONCAMPUS UK Europe Strategy.
- To sit on the Centre Enhancement Team and play a key role in the delivery and review of aims and objectives of the Centre Enhancement Strategy, in line with ONCAMPUS UK Europe Enhancement Strategy.
- To be the centre representative on ONCAMPUS Learning and Teaching Committee, ensuring messages are communicated to centre staff appropriately
- To contribute to the development of new academic initiatives for the centre as required.
- To lead on a student support strategy to ensure early intervention for struggling students to increase retention and academic achievement across the centre.
- To work with the Centre Senior Management Team to look at the impact of non-engagement, attendance and pastoral issues on academic achievement, agree action plans, and support the implementation and review of said plans.
- To lead on the induction of new academic staff to the centre and support Course Leaders to do so for their teams, ensuring that they are familiar with the ONCAMPUS Academic Quality Assurance Manual, policies and procedures and that these are adhered to or evident in teaching practice, location of resources, etc.
- To manage Course Leaders and support them in the delivery of their roles.
- To identify developmental needs within teaching staff and propose ways to support identified need, in liaison with Course Leaders and bring these to the attention of the Centre Senior Management Team.
- To manage, motivate, appraise and develop academic staff to achieve both their objectives and their full personal potential and lead on lesson observations and CPD in centre.
- To participate in academic offence investigations in centre, with the Centre Senior Management Team or Course Leader ensuring outcomes are clearly communicated to the Centre Senior Management Team, the Senior Student Services Officer (SSSO) and student and noted appropriately on the student's record.
- To lead the selection of student work to be sent to the External Examiners working with the Centre Senior Management Team and SSSO.
- To manage cover arrangements in the case of Tutor absence and to facilitate Tutor attendance at Subject Group Meetings, Marking Meetings and communicate these to the CIO in a timely fashion.

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### Resource Management

- To work with the Centre Senior Management Team and SSSO to ensure that the timetable makes efficient use of resources and supports effective teaching and learning.
- To take responsibility for the curriculum budget, and report on spend to the Centre Senior Management Team on a monthly basis.
- To identify and bring to the attention of the Centre Senior Management Team need for additional teaching resource in a timely fashion, to ensure smooth delivery.

### General

- To participate in Student Induction and Student Engagement activities, in liaison with the Student Support team.
- To maintain accurate data and other documentation relating to students' academic journey on appropriate systems and in consideration of GDPR, working closely with the SSSO and Centre Senior Management Team to streamline record keeping where possible.

In particular, you will:

- Treat students with dignity, building relationships rooted in mutual respect;
- Have regard for the need to safeguard students' well-being, developing and maintaining a full understanding of current procedures;
- Show tolerance of and respect for the rights of others;
- Maintain high standards of attendance and punctuality;
- Help to create and maintain a safe working environment for everyone;

### Person Specification

#### Education

- Academic or English Language Teaching qualification at graduate or equivalent level (Essential).

#### Experience

- Relevant teaching experience, (Essential).
- Experience in an academic leadership role (Essential).
- An understanding of UK higher education and the needs and requirements of international students (Essential).
- Direct experience of further and higher education in an international context (Desirable).
- Experience of the development of academic programmes (Desirable).
- An understanding and appreciation of private sector education (Desirable)

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### Skills

- Demonstrate cross-cultural awareness and understanding.
- An ability to motivate, coach and develop academic and administrative staff.
- A commitment to teamwork, and an ability to manage resources effectively, both human and physical.
- A record of achievement in teaching (academic or English language).
- Excellent interpersonal, communication and presentation skills including native speaker fluency in English.
- Competence in the effective use of Information Communications Technologies (ICT), particularly Microsoft
- Excel.
- Planning and organisational skills and an ability to take initiative within the curriculum and policy objectives.
- A record of attention to detail, thoroughness and fairness.
- The ability to prioritise, meet deadlines and work under pressure.

### Behaviours

- Outward looking and student learner sympathetic
- A commitment to working cohesively as part of the broader team and acting in a manner that contributes positively to effective teamwork and collaboration
- Flexible with the ability to solve problems and to put in time necessary to solve problems
- A willingness to contribute to the review of processes
- The ability to adapt to a changing environment or college priorities
- Detail

### Employee Values

**Accountability and Ownership** – takes responsibility, meets commitments, dedicated, confident, invested in the work that they do and doing it well, pro-active, makes decisions, calculates the risk and shows leadership.

**Having Enthusiasm** - being flexible and responsive, can do attitude, hardworking, honest, has a willingness to learn, goes the extra mile, is positive in the face of challenges.

**Being Creative** – looks for new ways to improve, takes ideas and implements them, looks at problems in different ways, is solutions led.

**Being a Team Player** – friendly, punctual, reliable and respectful of their co-workers, communicates with enthusiasm, collaborates with colleagues, shares knowledge and teaches others.

**Being Customer Focussed** – approachable, helpful, shows empathy, communicates openly and welcomes feedback, builds relationships, organised, detail orientated, effective and efficient, courteous and professional.