

## **Job Description**

**Title:** Associate Dean  
**Department:** Administration  
**Reports to:** Principal and Head of Quality  
**Grade:**

### **Job Purpose:**

To observe the institution's mission statement and strategic objectives and provide strategic and operational leadership in the learning and teaching requirements of the campus and be responsible for maintaining and developing the campus's excellence in learning and teaching in line with the Institutional learning and teaching strategy and Strategic Plan of the college.

To provide academic leadership and coordinate all academic programs offered in the campus, including strategic planning, resource allocation, implementation, evaluation and continuous improvement.

To provide leadership for and coordination and synchronisation of all assurance of learning activities in the campus and represent the college, as and when required to external partners and events.

### **Main duties and responsibilities:**

1. Contribute to the institutional strategy in learning and teaching, ensure the coordination and synchronisation of the campus in the context of the wider institution and to participate in the numerous boards, committees and panels of the college.
2. Liaise with the other associate deans and relevant staff members in order to ensure that learning opportunities for students are supported and that efficient practice in teaching, and effective student learning and assessment are shared and promoted across the college.
3. Ensure that the quality and standards of the college's provision are in line with the diverse guidelines of the numerous patrons and in full compliance with the diverse guidelines of the college.
4. Liaise with the Operations Manager and advice senior management on staffing and balance of workload, equipment, space and other resource requirements needed to support the School's learning and teaching provision.

5. Engage in professional development opportunities in the campus consistent with the needs and aspirations of the post holder and the college.
6. Take steps to maintain and enhance the experience of all students in the campus.
7. Undertake any other related duties as reasonably requested by the dean of the college, the principal, head of quality and senior management.

It is expected that holiday entitlement should be taken at times convenient to the curriculum offer.

**The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act 1998.**

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All academic staff's are expected to demonstrate their ongoing commitment to academic excellence; that is, to the conduct teaching and enable and other forms of knowledge transfer, at the highest levels.

This job description will be regularly reviewed and at least prior to the annual to appraisal, if applicable or on a regular basis ensure they are an accurate representation of the post.

## **Person Specification**

### **Skills, knowledge, qualifications required for job**

We require the following skills/knowledge and attitude:

#### **Masters in a relevant academic discipline**

##### **1. Leadership skills**

- Experience of leadership in learning and teaching, within a School
- Experience of supporting staff engaged in learning and teaching

##### **2. Teaching skills**

- Experience of delivering high quality teaching at HND and degree levels.
- Experience of leading programme and curriculum development

##### **3. Interpersonal, communication and team working skills**

**A willingness to undertake further training and personal development as appropriate and to adopt new procedures as and when required**

##### **4. Desirable:**

- PhD in a relevant discipline

##### **5. Leadership skills**

- An understanding of issues facing the UK higher education sector, notably in relation to learning and teaching

##### **6. Teaching skills**

- Experience of undergraduate/postgraduate recruitment and admissions processes
- Experience of managing resources within a school in relation to learning and teaching