**Faculty of Humanities**

**Assistant Associate Dean, Teaching, Learning and Students**

**Job Specification**

**Overall purpose:**

The post holder will be responsible for assisting with and promoting the development and achievement of strategies for Teaching, Learning and Students in the Faculty of Humanities in accordance with the University's overall strategy, and for providing leadership to colleagues in the furtherance of specific strands of the strategies. The post holder’s responsibilities will cover all taught programmes within the Faculty. The person appointed will report to the Associate Dean for Teaching, Learning and Students, working in close collaboration with the other Assistant Associate Dean TL&S, the Head of Teaching and Learning Support Services and with relevant T&L Directors within Schools.

It is the intention, that the successful applicant will be assigned specific duties for which they will be the primary faculty lead, taking on responsibilities related to activities in one of two portfolios of responsibility.

**Responsible to:**

The Associate Dean for Teaching, Learning and Students, Faculty of Humanities.

**Key Duties and Responsibilities**

* To work with the Associate Dean for Teaching, Learning and Students, the Teaching and Learning Support Services Team, Heads of School and/or appropriate function directors within the Schools on the development and implementation of Faculty strategies for Teaching, Learning and Students, and to ensure that Faculty strategy is embedded in academic practice.
* To pro-actively lead on specified activities for the Faculty of Humanities ensuring that Faculty strategy and operational priorities are delivered in those areas. AADs will be expected to represent the Faculty on management groups, working groups and steering groups, as appropriate and to engage colleagues across Humanities in order to achieve those goals.
* To report regularly to the Associate Dean and when required, provide written accounts for the purposes of reporting and dissemination.
* Through the Associate Dean for Teaching, Learning and Students, to ensure that all taught programmes are devised and delivered in a manner that is in accordance with the University's academic regulatory framework including quality assurance.
* Through the Associate Dean for Teaching, Learning and Students, to work with Heads of School and/or appropriate function directors within the Schools to contribute to review, revision and development of taught programmes and to participate in periodic and/or other reviews as required.
* To contribute to quality assurance activity in other Faculties as required within the University’s quality framework (e.g. membership of periodic review panels)
* Through the Associate Dean for Teaching, Learning and Students to promote innovative approaches towards the delivery of teaching and, where appropriate, encourage the adoption of successful new practices established elsewhere in the University and the wider sector.
* To contribute to a programme of staff training and development within the Faculty of Humanities, including the Humanities New Academics Programme and, more broadly, to promote the value of training and development amongst academic colleagues in maintaining and enhancing excellence.
* To represent the Vice-President and Dean or the Associate Dean for Teaching, Learning and Students, within the University and externally.
* To undertake such other tasks as may appropriately be devolved by the Associate Dean for Teaching, Learning and Students, in furtherance of the Faculty’s strategic plans and objectives.

***Person Specification***

The post holder must possess the following skills, knowledge and qualities:

* A clear vision of Teaching, Learning and Student-related goals of the University and Faculty, as well as the current context in which the HE sector operates.
* Proven academic leadership and management skills.
* A significant profile in teaching and learning matters and an understanding of such issues across the range of the Faculty's academic disciplines.
* A solid understanding of the approach the University takes to Quality Assurance as it relates to teaching and learning.
* A solid understanding of the approach the University takes to student appeals, complaints and disciplinary matters.
* A successful record of undertaking major academic administrative roles.
* A proven record of excellence and innovation in teaching.
* Excellent interpersonal skills.

February 2016