**THE UNIVERSITY OF MANCHESTER**

**SCHOOL OF X**

**JOB DESCRIPTION**

**Role: Programme Director for X**

**Responsible to: Director of UG/PGT Programmes / Head of Division / Other**

**Term of Post: X Years (X WAM points p.a)**

**Date: X**

**Overall Purpose of the Role:**

* To provide academic leadership for the above programme(s) within the context of the School’s overall vision and strategic objectives, and in line with Faculty and University policies and regulations.
* To work in consultation with key personnel (including the Director and Assistant Directors of Undergraduate Education, PSS Managers and administrative teams, Heads of Division and other Programme Directors) to ensure the efficient operation of the degree programme(s) and the responsible management of the welfare, conduct and progress of the student cohort(s).
* To play a strategic role in enhancing the student experience by taking the lead on curriculum development, academic advising, student retention, student employability and other key areas of teaching and learning.
* To implement and monitor teaching and learning policies and initiatives in the School, including those that come from the Faculty or the University.

**Key Duties/Responsibilities:**

The key duties and responsibilities of the Programme Director include the following:

1. **Programme Management:**
* Have an engaged and proactive approach in taking ownership of the programme.
* Undertake the role of Academic Advisor for X.
* Chair the X Programme Committee and maintain an overview of the running of the programme, liaising with relevant personnel to monitor curriculum development, study skills, student experience, programme logistics and course unit selection.
* Attend the Undergraduate Committee and any sub groups throughout the year.
* Attend Examination Boards and Appeals Panels as required and deal with queries from students following the issuing of assessment results.
* Make presentations during open/visit days and deal with queries from potential students in liaison with school Admissions Officers.
* Make presentations during Welcome Week to incoming students and support on other relevant induction activities.

**(2) Quality Assurance and Enhancement**:

* Take responsibility for the accuracy and currency of programme specifications and have active involvement in reviewing the programme structure.
* Take responsibility for the continual monitoring of named subjects/programmes by producing a Student Experience Action Plan (SEAP) when required.
* Monitor, analyse and act on feedback from students gathered from Unit Surveys, the National Student Survey and other sources.
* Assist with the production of reports for the five-yearly School Periodic Review.

**(3) Student Support & Guidance:**

* Liaise with the Student Support and Guidance Team to guide students to University services (e.g., Counselling, Occupational Health, Disability Advice and Support Service, Student Services Centre, University Language Centre, UMSU) where appropriate.
* Liaise with the PSS administrative teams to administer student work and attendance monitoring procedures and manage student attendance hearings.
* Liaise with the PSS administrative teams in the administration of student representation, peer mentoring and peer-assisted study schemes (PASS).
* Provide general academic advice regarding course unit choices and the structure and pathways of the programme.
* Consider student requests to change, interrupt or withdraw from their programme and signing off all appropriate forms.
* Participate in and chairing academic malpractice hearings, as and when required.

**Person Specification:**

The post-holder would normally have considerable experience teaching UG/PGT students.