



UNIVERSITY OF
LINCOLN

SCHOOL DIRECTOR OF TEACHING & LEARNING

CONTEXT

This responsibility focuses around strategically and positively influencing teaching and assessment practice within the School, leading the delivery of the teaching and learning strategy and sharing pedagogical approaches within the University and the sector. Working closely with the College Director of Education, Head of School and Students' Union Reps to play a key role in implementing teaching and learning initiatives in line with School, College and University strategy and TEF ambitions.

PARAMETERS OF APPOINTMENT

- School Director of Teaching & Learning responsibilities will be assigned by the Head of School to an individual with proven experience of leadership in higher education.
- This responsibility is integral to the strategic direction of taught programmes, curriculum development and advancing teaching through shared practice across the School – harnessing and sharing pedagogical approaches both within the University and the sector.
- Working with the Head of School, College Director of Education and School Management Team to champion and enhance teaching and learning on all programmes (undergraduate and postgraduate) within the School.

CORE DUTIES & RESPONSIBILITIES

This responsibility descriptor is intended as a top-level overview that allows for flexibility and variation in the responsibilities of School Director in order to meet the needs of an individual School and its students, and includes:

- To be responsible for the development and implementation of the School's teaching and learning plan, ensuring that the School plays its full part in achieving the University's ambitions for teaching and learning, introducing innovation and new initiatives in line with the School, College and University strategy and TEF requirements.
- To provide leadership and guidance in mitigating issues arising from key teaching and learning indicators, as informed by dashboard data (including Module Evaluation, NSS and TEF) offering visible support across all areas through Programme Leaders and Module Co-ordinators.
- To promote the identification and dissemination of good practice in the School's teaching and learning, including links with the relevant Higher Education Academy Subject Centres, other discipline-specific forums, and where relevant professional, statutory and other accreditation bodies. Where appropriate or necessary providing mentor support around embedding this good practice.
- To ensure that documentation emanating from and pertaining to the delivery of programmes, associated modules and related School business is standardised, accessible and presents a coherent and professional profile at all times.
- To work closely with the College Director, Head of School, School Management Team, Student Academic Reps and other School Directors of Teaching & Learning to champion and enhance teaching and learning quality across all programmes within the School. Examples include discussing NSS action plans and overseeing the School assessment strategy.

- To liaise with the School’s Senior Tutor on matters relating to the delivery and operation of personal tutoring, and Programme Leaders on matters relating to programme health and academic enhancement, ensuring good practice is disseminated through appropriate channels.
- To work with the Head of School and Programme Leads to ensure that the School is fully engaged in key University initiatives including but not limited to open days, welcome week, peer mentoring, personal tutoring and student engagement activities.
- To operate agreed School level procedures for peer review of teaching and learning, including monitoring at an individual level to ensure that all those involved in teaching are peer reviewed.
- To work with the School’s Management Team to identify key teaching and learning CPD needs within the School, where appropriate agreeing access and planning delivery in conjunction with Staff Training & Development.
- To co-ordinate and lead the School’s teaching and learning committee/forum, working closely with Programme Leads and thematic leads within the School.
- To engage in and represent the School on relevant School, College and University Committees as required, including but not limited to the College Education and Students Committee, feeding into Education and Student Life Committee.
- To meet agreed teaching & learning reporting and quality commitments in line with School, College and University requirements.
- To actively engage with the School’s Student Reps to be informed by and respond as appropriate to student feedback, working towards the ongoing enhancement of the student experience.

Key Relationships and Reporting	Strategic Influence	Operational Influence
<ul style="list-style-type: none"> • Head of School • College Director of Education • College Director of Academic Affairs • Programme Leaders • School Senior Academics • College & School Academic Committees • School Directors of Teaching & Learning Forum 	School Teaching Enhancement through: <ul style="list-style-type: none"> • NSS Action Planning • Student Engagement • Overseeing Module Evaluation Feedback • Annual Monitoring Review • Leading School-level CPD • Senior Tutor 	Sharing best practice through: <ul style="list-style-type: none"> • Programme Leaders • External Examiner Feedback • Survey feedback and enhancement planning • Senior Tutor • Digital Leads

Recommended Higher Education Academy Recognition: Senior Fellow (D3)

Individuals able to provide evidence of a sustained record of effectiveness in relation to teaching and learning, incorporating for example, the organisation, leadership and/or management of specific areas of teaching or learning provision. Such individuals are likely to lead or be members of established academic teams. Typically, those likely to be at Descriptor 3 (D3) include:

- Experienced staff able to take responsibility for leading, managing or organising programmes, subjects and/or disciplinary areas
- Experienced subject mentors and staff who support those new to teaching
- Experienced staff with departmental and/or wider teaching and learning support advisory responsibilities within an institution.

CPD opportunities relevant to the role

Accessing and Using Dashboards

Advance HE Workshops/Events

Art of Being Brilliant

Art of Staying Brilliant

HEA Reviewer training

Institute for Leadership & Management (please see the [HR website](#) for relevant levels and target audience)

Influencing Skills

IS&PP reviewer training

Personal Impact