



Job Description

Job Title	Course Director in Law
School	School of Justice, Security and Sustainability
Normal Workbase	Stoke
Tenure	Permanent
Grade/Salary	Grade 9
FTE/Hours	1.00 FTE

Job Purpose

- To lead and co-ordinate the delivery of a large course or group of cognate courses. This will include providing leadership in the ongoing development of courses to ensure that they are contemporary, meet and respond to market demand and are aligned to employment and skills opportunities providing positive graduate outcomes.
- To support the Head of Department in management activities including, but not exclusively, personal development reviews and workload planning.
- To manage the student experience ensuring a strategic and managed approach to learning, teaching and assessment and individualized and tailored student support appropriate for the discipline mix.

Relationships

Reporting to:	Head of Department
Responsible for:	None
Key working relationships:	Head of Department; Course Directors across the University; Law staff; University Central Services and Departments; JSS SMT: Associate Dean for Students, Associate Dean for Recruitment, Associate Dean for Research, Director of Business and Enterprise, Executive Dean of JSS.

Main Activities

- To teach and assess, as part of a teaching team, in the areas of knowledge appropriate to the School provision.
- Lead the review and development of courses to meet market demand and ensure,

relevant, contemporary and high-quality courses

- Co-ordination of the delivery of the course/s ensuring a positive, fit for purpose learning environment and an excellent learning experience for students
- Co-ordinate the course teams, driving a collective and well understood approach to delivery and management of the course. Build teams that share responsibilities and understand priorities and have collective ownership of the student experience.
- Ensure strategic planning of assessments to manage student workloads and enable a deep learning experience
- Oversee the implementation of student support arrangements ensuring that students have regular contact with relevant staff and are appropriately supported throughout their studies
- Enable students to review their progress and plan their learning activities through to graduation and beyond
- Ensure that quality assurance and enhancement processes are completed in a meaningful and timely manner
- Monitor and manage the achievement of the University KPIs at course level including NSS/PTES, graduate outcomes, retention and recruitment.
- Build a collaborative approach with students to the review and development of courses enabling open student feedback and dialogue, and transparent communication channels
- Ensure regular external liaison with for example, external examiners, schools and colleges and industry representatives to support the success of the course.
- Work with the Head of Department to ensure that the course is adequately resourced
- Support the Head of Department in management activities as appropriate
- Work with Central Departments to support course delivery and continual improvement and enable seamless student support and engagement
- Support the team to build and maintain external relationships to enhance the course for example with industry and through collaborative research
- Where appropriate seek and maintain professional body accreditation
- Promote recruitment through building a pipeline with Schools and Colleges and developing the reputation of the course
- Where courses are also delivered with partners ensure the management of the relationship at course level, sharing materials, supporting staff development and overseeing the quality of provision
- Remain up to date in your discipline undertaking scholarly activity and research to inform your teaching
- Build external networks and influence policy and practice and/or contribute to research in your field

Special Conditions

The postholder will be required to travel and represent the University in the UK and Overseas as required.

There will be a need for the postholder to work occasional weekends to cover marketing and recruitment activities.

There will be a need for flexible working practices by the postholder to support different forms of delivery such as distance and accelerated learning. In addition, the postholder may be required to undertake their role off site, which may include overnight stays either in the UK or abroad.

External Activities

External activities for example membership of professional bodies, external examiner roles and journal editorial work which enhance the work of the post holder are encouraged within the overall provisions of the exclusivity of the service arrangements to which the post holder is subject. Additionally, the Institution expects employees to take a cross University role e.g., through membership of Committees and Working Parties.

Professional Development

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

Academic Roles

The University is keen to support staff in achieving high standards of pedagogy in order to facilitate effective student learning. All newly appointed full-time and fractional contracted members of academic staff who have less than two years teaching experience and do not have the equivalent qualification from another University, are required to undertake and complete the most appropriate route from either the Academic Professional Apprenticeship (APA), Post Graduate Certificate in Higher and Professional Education (PgCHPE) or Post Graduate Diploma in Professional Education in Healthcare (PgDPEH). This must be commenced within 24 months of appointment as a condition of their employment with Staffordshire University. If you are shortlisted, the chair of the interview panel will explain this further.

All members of academic staff will be expected to achieve Fellowship of the HEA within an agreed timescale after commencement.

Research and Scholarly Activity

The duties of lecturing posts include participation in appropriate research and scholarly activity indicated in the research policy of the University. The extent of involvement in research and scholarly activity may vary with the balance between teaching,

administration and research appropriate to particular posts. This will be determined by your Dean of School, in consultation with you, and will be reviewed regularly through the staff appraisal system. While research and scholarly activity will often take place throughout the year and be integrated into the overall pattern of activities, it is envisaged that the periods of the year outside normal teaching weeks and the holiday entitlement will primarily be devoted to research and scholarly activity.

Where new staff can demonstrate a strong research background and a profile, which indicates potential to achieve research excellence consideration will be given to allocation of appropriate protected research time during the normal workload allocation cycle.

Variation to Job Description

The University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The postholder will be employed by Staffordshire University Services Limited.

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Application Procedure

We encourage applicants to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We ask that all applicants ensure that they have provided comprehensive information under each criterion in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

The University will use anonymous application forms for this role; however, we recognise that applicants may want to include additional information demonstrating their research or publications. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.