

Programme Leader Remit

Aim: The Programme Leader is responsible for the overall coherence, delivery, planning, evaluation and enhancement of an academic programme. The role should model the University's values which requires collaborative working with a range of colleagues and students.

Effective and inspirational academic leadership is recognised as being essential to the delivery of an excellent, personalised student experience. The University is committed to supporting Programme Leaders and recognises the strategic value and operational significance of their role.

This remit is intended to be used as a generic guide rather than a set of prescriptive requirements.

Recruitment and Induction

- Work alongside the University Recruitment Team to engage with selection/interview of candidates onto the programme and provide support for recruitment events/ attend open days as required.
- Work alongside the international recruitment team, liaising with partners and agents to promote and manage the programme internationally.
- Manage Recognition of Prior Learning/Recognition of Prior Experiential Learning requests with the School RPL coordinator.
- In conjunction with other School and administrative colleagues, plan for, and provide robust articulation experiences for, students entering your programme from partner institutions.
- Prepare for, coordinate and manage induction activities for your programme and attend and support matriculation and Fresher's events.
- Take an active lead in the allocation of the Personal Development Role of staff to students.

General Programme Management

- Proactively seek student and staff feedback and act on this to inform programme and curriculum developments.
- Work collaboratively with module leaders to design a curriculum which actively promotes inclusion for its staff and students.
- Promote opportunities to work with students in the co-creation of disciplinary knowledge.
- Communicate and work with module leaders within your programme to ensure the effective coordination and coherence of the programme.
- Coordinate and convene the Programme Board of Studies, ensure effective functioning of SSLCs and prepare for and attend other relevant meetings with colleagues to ensure effective delivery of the programme (Programme Boards etc.).
- Develop and update documents/timetables/Programme Handbooks that support and illuminate programme structures for the student.
- Work with module leaders to ensure a consistent and coherent virtual learning presence for all modules within your programme.
- Develop opportunities for enhancement of graduate attributes and employability skills, connect with associated professional bodies, employers and alumni to build external reputation and promote extra-curricular activities.
- Seek to internationalise the curriculum across the programme, including opportunities to study abroad placements, short term mobility opportunities and interactions with students studying at partner institutions overseas.
- Engage with scholarly activity within your subject specialist area and use this to promote the integration of research-teaching linkages.
- Monitor student progression and success across your programme and actively coordinate arrangements and support for non-progressing students and support student transfers in/out of your programme.
- Engage and support students with applications for Extenuating Circumstances, Suspending their studies, Academic Appeals etc. according to the University's regulations.

- Provide information for students to guide programme route choice e.g. option choices, module choice and allocation to modules.
- Act as a point of referral for students to the university support systems: Disability & Inclusion; Student Counselling & Mental Wellbeing; Student Funding; Finance; Visa & International Support; Academic Skills; Employability & Confident Futures; ENSA.
- Communicate with senior staff in relation to Disciplinary/ACO/Fitness to Practice concerns.

Assessment and Feedback

- Engaging in a proactive approach to promote coordinated and innovative pedagogic practices across the programme and ensure a coordinated programme-wide assessment and feedback practice in line with the University's assessment and feedback approach.
- Provide leadership, direction and communication to module leaders to ensure the quality of learning, teaching and assessment within the modules provides a stimulating learning experience for the students.
- Communicate with and respond to, External Examiner issues and reports and respond to required programme enhancements.

Quality Enhancement

- Monitor the ongoing academic quality and KPIs of the programme and contribute to ongoing enhancement through the Programme Annual Reports.
- Utilise a range of evidence and feedback to integrate learning and teaching enhancements within the programme.
- Work with module leaders in internal scrutiny, programme review and external validation events for your programme including subject review/validation.
- Support student engagement with student surveys (PTES, NSS) and respond to survey results with your programme team, ensuring feedback to students on an ongoing basis.
- Provide academic leadership and support to colleagues within the programme team.