

Educational Leadership Development Programmes

Module Organizer/ Convener Role Descriptor

Descriptor
Module leadership
To lead on all matters related to the module, including all areas below:
Liaison
To establish and maintain effective working relationships with the Dean, Deputy Dean(s), and Director of Education.
To establish and maintain effective working relationships with the Programme Director(s) and the Programme team(s).
To attend regular meetings with the Programme Director(s) and Programme Team.
To work effectively with professional staff in the School/Institute/ Faculty to ensure module is well managed.
Module Design
To lead the design of the module with knowledge of and considering the Programme Design Principles.
To ensure that all module level learning outcomes (a) are assessed, and (b) align with the relevant programme level learning outcomes (i.e., Constructive Alignment).
To ensure the design of the module educational activities adhere to the Queen Mary Educational approach (ACE) .
To ensure the design of module applies the inclusive curriculum principles.
To ensure the design of the module has clear employability skills and QM Graduate Attributes .
To ensure that the module is compliant with the university accreditation criteria.
To ensure that the module is compliant with the professional body accreditation criteria where applicable.
Organisation of module
To lead on the organisation and planning of the module.
To ensure all learning materials are of high quality and available on QMplus.
To liaise effectively with Library staff to ensure learning resources are easily accessible to students.
To ensure that all matters related to Health and Safety for the module are addressed.
Teaching/education delivery
To lead the module teaching/education team ensuring high quality teaching delivery.
To lead and support teaching assistants and/or teaching fellows.
To have oversight of any missed provision and to ensure this is delivered.
Assessment
To lead on the design, planning and setting of the assessment for the module.
To ensure that the marking is completed adhering to the assessment policy of the university.
To have oversight of moderation/ calibration.
To liaise with the External Examiner(s) as required.
To lead on ensuring academic integrity achieved and is designed into assessment practice.
To ensure that the module assessment is compliant with the university accreditation criteria.
To ensure that the module assessment is compliant with the professional body accreditation criteria where applicable.
Student Support
To lead and have oversight of the communication with students and ensuring that they are fully informed of any changes.
To ensure that students receive advice with respect to the module, and to ensure office hours and support is clear regarding the module.
Review & Amendments
To lead on module evaluation ensuring effective promotion and uptake of evaluation.

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To lead on the annual review of module considering exam outcomes, student feedback, strategic developments, and University/Faculty/School/Institute initiatives.
To ensure module amendments are undertaken following university procedures.
To have oversight of student engagement with education activities including attendance.
To contribute to the annual and/or enhanced programme review (APR / EPR).
Participation
To participate in key stages such as outreach, Welcome Week, Inductions, Graduation.