

Educational Leadership Development Programmes

Programme Director Role Descriptor

Descriptor
Programme leadership
To lead on all matters related to the programme(s), including all areas below:
Liaison/contact
To be the lead person for the programme(s) and key contact for related queries.
To lead the programme team and foster a positive team environment for all those delivering on the programme.
To establish and maintain effective working relationships with the Dean of Education, Deputy/ Associate Deans and Director of Education(s).
To maintain regular and effective communication with the module organisers/conveners for your programme.
To develop and maintain strong working relationships with Programme Directors for related programmes
To work effectively with professional services staff to ensure effective programme management.
To liaise with and work effectively with the Queen Mary Academy to enhance educational practice within your programme.
Meetings
To ensure student-staff liaison/ student voice committees operate effectively, meeting with course representatives regularly and as necessary.
To host, as a minimum, biannual meeting with the Programme team and module organisers/conveners.
To attend education meetings as required by the School/Institute, Faculty, and University.
To attend the monthly Programme Directors Forum and to contribute proactively.
Design
To lead on curriculum design for the programme.
To ensure the design of the programme is in accordance with the Programme Design Principles and the Queen Mary Educational approach (ACE) .
To ensure that all programme level learning outcomes (a) are assessed, and (b) align with the relevant module level learning outcomes (i.e., Constructive Alignment).
To work with the Deputy/Associate/ Dean for Education and relevant professional staff on matters of overall School/Institute/Faculty/University accreditation.
To work towards programme accreditation/exemptions and re-accreditation with professional body organisations where applicable.
Programme delivery and assessment
To lead and have oversight of the teaching delivery and educational activities on the programme, ensuring they adhere to the ACE approach and are of high quality.
To lead and have oversight of programme assessment and to ensure that students and staff across the programme are supported and that the assessment is appropriate and following the design principles (i.e no overassessment practices).
Programme Quality Assurance
To lead and take overall responsibility for the management and quality assurance of the programme.
To lead on the Annual Programme Review (APR) or periodic Enhanced Programme Review (EPR) working effectively with the Programme Team and relevant Module Organisers

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To lead and develop the proposal for the programme(s), the programme amendments, and other QA forms at programme level.
To provide a written response to external examiners' reports, in consultation with the Chair of the Subject Exam Board (SEB) and the Director of Education.
To lead plans with the programme team to improve overall outcomes on the programme, including engagement, achievement, progression, employability, student satisfaction and experience.
Student Recruitment, Outreach, Support
To be involved in programme level recruitment, clearing, and outreach.
To lead on Welcome Week, student orientation, student induction, and return-to-campus activities at programme level.
To ensure that accurate information is provided to students on the programme about programme, including amendments, and wrap around support.
To participate in graduation ceremonies.