

INTERNATIONAL HEAD OF DEPARTMENT

Section One – Job Details

Job Title:	International Head of Department
Department:	International
Line Manager:	International Programme Leader
Hours of work:	Up to 2 days per week (14 hours max)

Section Two – Job Purpose

The purpose of the role of the International Head of Department is to assume responsibility for:

- the academic health and development of individual programmes
- the commercial development and financial monitoring of the overall international programme, the different sectors of activity and the individual programmes including new business.

Section Three – Key areas of responsibility

Academic Health & Development

- promote and develop academic excellence in teaching, learning and assessment in the department
- contribute to ensuring that the programmes are delivered to the highest standards within the course documentation
- provide copies of all assessment briefs, examination papers and marking schemes
- participate in the identification, induction and training and monitoring of new faculty including lecturers, examiners, assistants and interpreters.
- participate in the allocation of faculty to the programmes
- monitor and where necessary act on lecturer, student and foreign partner feedback from programmes
- develop , implement and monitor teaching, learning and assessment strategies (including Technology Enhanced Learning (TEL)
- take an active role in assessments examining, moderating, observing and marking
- act as a point of contact for students and a channel to the Programme Leader
- develop the use of technology (Moodle, Pebblepad) and video assessment strategies for staff development and enhancement of student learning
- provide information to the Administrator as necessary.

Commercial Development and Financial Monitoring and Management of Programmes

- promote and develop new programmes to support the ESO, financially and reputationally as a quality provider of programmes across the world
- contribute to identifying new markets and programmes anywhere in the world for ESO international services
- contribute to the formation of contracts with new partners and the revision, as necessary of existing contracts
- liaising with partner institutions and implementing change as and when necessary
- contribute to managing defined areas of work, within contracts with individual partners or of whole projects
- maintain the financial efficiency of existing partnerships under review, monitor expenditure and income and

make recommendations as necessary.

General

The postholder will at all times be required to:

- communicate promptly in respect of emails and contribute to the Department's activities with high quality reports as and when required;
- contribute in team meetings and otherwise on all matters relating to the department's programmes
- report to the Programme Leader on the aspects of the departmental work programme as agreed with the Programme Leader following consultation with the postholder
- at all times promote & facilitate the work of the international team

Section Four – Dimensions

The ESO is responsible for the education of the international students on its courses and programmes and it is the role holder responsibility to maximise their educational experience.

The Department is responsible for a key area of the ESO's total activity and it is the responsibility of the role holder to maximise the financial and reputational contribution to the ESO and to work with ESO staff and faculty cooperatively to achieve this.

The Head of Department will be a member of the following committees:

- International Programme Committee

Signature of role holder

Date:

Name of role holder

Signature of line manager

Date:

Name of line manager

Date for review (2 years' time – or sooner if the need arises)

Person Specification –	
Qualifications, Knowledge & Experience	
Educated to degree level or equivalent	Essential
Osteopath (Registered with GOsC)	Essential
Post-graduate qualification in Higher Education (or working towards)	Essential
Previous lecturing/tuition experience	Essential
Leadership and/or people management experience	Desirable
Demonstrable understanding of effective teaching, learning and assessment strategies	Essential
Current knowledge of the requirements and developments in osteopathic education around the world	Essential
Working knowledge of Quality Assurance processes	Essential
Experience of development and implementation of strategies	Desirable
Good working knowledge of e-learning platforms (e.g Moodle, Pebble Pad)	Desirable
Personal Skills & Attributes	
Excellent interpersonal and communications skills both orally and in writing	Essential
Innovative and creative approach to problem-solving	Essential
Adaptable and open to changing priorities, new opportunities and ideas	Essential
Strong team player, able to operate in a collegiate manner, be responsive to the needs of the team and contribute to the team's goals	Essential
An effective decision-maker	Essential
Experienced at writing business reports and presentations	Desirable
Strong IT skills and open to learning new systems	Essential