

JOB DESCRIPTION

Job Title:	Head of Professional Practice
Department:	Academic
Managers:	Programme Leads
Hours:	7 hrs per week (0.2 FTE)
Salary:	£9,000 per annum (£45K FTE)

Job summary:

In order to do this, the Head of Professional Practice has responsibility for the academic health and development of their department and is required to proactively contribute to the quality cycle.

The Head of Department will ensure that courses they are responsible for are delivered efficiently and effectively and that students maximise their educational experience.

The Head of Professional Practice is responsible for the following modules:

- BCNO 7006 Leadership (M.Ost)
- BCNO 7001 Business Skills and Practice Management (M.Ost)
- BCNO 6005 Advanced Skills in Practice (BSc Modified Attendance)

These modules are subject to change given the teach-out of M.Ost programmes and introduction of the BSc (Hons) in Osteopathic Medicine.

Key responsibilities:

- Promote and develop academic excellence in teaching and learning and assessment in the department.
- Manage the academic standards and procedures; and resource the elements of the programme, as described in the curriculum.
- Ensure that the elements of the programme and other departmental modules are delivered to the highest of standards in line with the validated documentation and regulatory requirements.
- Work as part of team with other Heads of Department and programme lead
- Provide support in the development, review and implementation of policies and procedures.
- Manage the department quality cycle which includes:

- conducting all quality monitoring, evaluation and review activity
- devising and implementing action plans arising out of annual review cycles and any other related activity
- Engage with quality reviews led by the regulator, OfS, validating university
- Respond to student feedback relating to the department
- Respond to external examiner input relating to the department
- Participate in the programme annual monitoring and review cycles
- Oversee the student feedback process for all modules within the department
- Provide copies of all assignment briefs, examination papers and marking schemes for each module being taught, for review by the CASC and External Examiner for comments within the prescribed timeframe.
- Line manage faculty within the department's courses (including appraisals)
- Manage the student feedback cycle for the department's courses.
- Participate in the induction and training of new teaching faculty
- Undertake teaching and learning observations, identifying faculty training needs and supporting faculty development
- Take an active role in assessments – examining, moderating, observing and marking.
- Act as a point of contact for students with educational issues relating to the course.
- Act as a channel of communication between students and the Programme Lead.
- Report issues of concern to the Programme Lead/Student Welfare Officer e.g. student progression, fitness to practise, fitness to study, discipline etc.
- Participate in relevant meetings
- Assist in the management of student complaints where appropriate.
- Support faculty with continuing professional development.
- Develop the use of technology for staff development and enhancement of student learning and assessment.
- Participate in the annual timetabling process.
- Promote osteopathy and the BCNO positively at all times.
- Motivate students and lecturers to achieve their full potential in the academic setting.
- Identify areas of weakness and work with the students/lecturers to overcome them.
- Recognise excellence/good practise and share this among the academic community.
- Participate in all compulsory training as requested.

Key relationships:

- Principal
- Programme Leads
- Other Heads of Department
- Faculty
- Students

Committee attendance:

- Academic Board
- Programme Committee
- Progression and Awards Board

- Student Attendance and Support Committee (SASC)
- Student Experience Group (SEG);

Signature of role holder:	
Name of role holder:	
Date:	

Head of Professional Practice – Person Specification Requirements
Education, Experience & Knowledge
<ul style="list-style-type: none">• Level 7 qualification required• Post-graduate qualification in higher education or willing to work towards• Demonstrable experience of academic and people management• Good grasp of technology and willingness to develop knowledge and usage
Personal Skills & Attributes
<ul style="list-style-type: none">• Leads by example creating a positive, encouraging work environment• Uses sound judgment to make good decisions based on information gathered and analysed.• Commits to a decision.• Interacts with people effectively. Able and willing to share and receive information.• Supports group decisions and puts group goals ahead of own goals• Sets and maintains high performance standards• Maintains high level of productivity and self-direction• Analyses problems by gathering and organising all relevant information• Adapts to changing work environments, work priorities and organizational needs• Acts with fairness, is approachable and welcoming• Plans and organizes tasks and work responsibilities to achieve objectives• Expresses ideas effectively.• Listens actively.• Maintains confidentiality• Adheres to organisational policies and procedures• Generates ideas for improvement, takes advantage of opportunities and suggests innovations.• Leads and supports team to ensure delivery of goals• Identifies talent and supports development of individuals• Adopts an approach of continuous improvement