



1. Job Specifics	
Job Title:	Programme Leader / Course Director / Programme Convener
Reports to:	Associate Dean
Division:	QAHE
Department:	Academic

2. About the role	
Role Purpose	To be responsible for leadership and academic delivery/development of an HE programme in conjunction with a partner university. To ensure compliance with academic standards, high quality student experience and building a high calibre academic programme team.
Duties & Key Responsibilities	<ul style="list-style-type: none">• To initiate and lead the academic delivery and development of the programme in conjunction with the Associate Dean, Dean of Faculty and Executive Dean;• To implement the University's academic and quality assurance policies and procedures, to be accountable for academic standards including ensuring the standards of internal and external validating and accrediting bodies are met;• To lead and support the academic teams and establish a coherent approach to the delivery of the programme and academic/pastoral support for students;• To lead and co-ordinate the academic administration of the Programme, including keeping Programme Specifications up to date and monitoring of assessment loads;• To manage staff performance against key performance measures, undertake teaching observation, standardisation of assessment and identify staff development plans;• To monitor and review students' achievement/progression and implement additional support mechanisms as appropriate;• To improve established and develop learning and teaching approaches to support student achievement and experience;• To establish and maintain a collaborative relationship with partner University counterpart;• To plan, prepare, teach/deliver modules and support student's learning and achievement;• To undertake a programme of scholarly activity to ensure currency with academic discipline and

	<p>teaching/learning approaches;</p> <ul style="list-style-type: none"> • To chair committees associated with the Programme; • To attend examination boards and be available to meet with external examiners; • To assist in initiatives in support of student recruitment and retention on the Programme, working as needed with the Campus Recruitment Team; • Contribute to the wider business through sharing of best practice with the wider academic community and supporting or driving business development opportunities.
KPIs & SLAs	<ul style="list-style-type: none"> • In conjunction with the partner University team, Dean of Faculty and Associate Deans to establish the academic strategy for the programme • Work with the Associate Dean and Dean of Faculty to agree and measure team goals and objectives • To assist where required with the recruitment of qualified and experienced academic staff and ensure an induction has been carried out for any staff teaching on the programme • Responsible for contributing to the development of staff, own personal development and scholarly activity plans • Oversight of student experience on the programme • Annual monitoring of the programme and implementation of action plans • Monitor and meet agreed KPIs including students' progression and achievement • Communication of company policy and best practice to the teaching and support teams • Meet all internal and external Quality Assurance process and procedures
Key Working Relationships	<p>Internal</p> <ul style="list-style-type: none"> • To collaborate with all QAHE staff • Build rapport and trust within your team • Build and maintain good working relationships with all internal colleagues <p>External</p> <ul style="list-style-type: none"> • Build strong relations with students • Build strong external communication lines with partners and other external stakeholders • Manage and expand key relationships with external representatives e.g. professional and HE networks

<h3>3. About You</h3>	
Skills & Abilities	<ul style="list-style-type: none"> • Planning, organising and delivery skills across a programme of study

	<ul style="list-style-type: none"> • The ability to take responsibility and to work to deadlines • Structured and clear communication skills • The ability to increase personal knowledge of developments and research in own subject/professional/pedagogical area • Mentoring, Training and Coaching abilities • Confident and self-motivated • Well organised and methodical
Experience	<ul style="list-style-type: none"> • Undergraduate Degree and a Master's degree (or equivalents) – essential • HE Programme management experience – essential • Lecturer experience in the HE sector - essential • Doctorate or close to completion of a Doctorate – essential (if AACSB compliant programme) or desirable (if non-AACSB compliant programme) • PGCE / Fellowship HEA – highly desirable • Experience of supporting international students – highly desirable • Mentoring/Training experience - highly desirable
Knowledge	<ul style="list-style-type: none"> • How to plan, organise and deliver high quality HE programmes in related subject areas • Understanding of QAA Quality Code • Strong understanding of the HE market place. • Experience of working in a partnership with UK HEIs • Familiar with current developments in research and scholarship
Personal Attributes & Other Requirements	<ul style="list-style-type: none"> • Managing time effectively through good time management, prioritising work to meet demands of both students and business. • Balancing short term focus and success with success in the longer term objectives and strategies. • Advance DBS checks required.

4. About QA

About Us	<p>QA is one of the largest learning services organisations in the UK, developing skills and capabilities for everyone from apprentices to business leaders. Headquartered in London, but with a nationwide network of state-of-the-art training centres, QA Group is comprised of four fast-growing divisions- QA Learning, QA Apprenticeships, QA Consulting and QA Higher Education- all of which deliver innovative and cutting edge</p>
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	<p>skills solutions to UK organisations.</p> <p>At QA, we are proud to help people and businesses transform their performance through learning; we offer a complete range of business and IT training. With training centres throughout the UK, QA delivers an exceptionally broad training curriculum to meet the needs of individuals and corporate businesses. Our award-winning teams of learning professionals are amongst the best in the world, each with extensive experience and a proven track record of delivering the skills that transform performance and ensure lasting benefits.</p>
<p>The Division You'll Be Working In</p>	<p>QAHE:</p> <p>QA Higher Education provides quality learning programmes to a culturally and internationally diverse range of candidates. All of our programmes provide an education of the highest quality that is focused on ensuring students have a fulfilling, challenging and intellectually stimulating experience to best prepare them for the business world.</p> <p>QA Higher Education offers a range of courses through our partnership with various universities across the country. We offer globally recognised, fully accredited British degrees at Bachelor's and Master's levels, as well as a range of other courses and qualifications and over 90% of graduates are in employment or pursuing further studies within six months of graduating. This is one of the highest employment / further study rates in the UK.</p>
<p>QA Values</p>	<ul style="list-style-type: none"> • Integrity - We will: Be open and honest. Have trust and respect for each other. Act in the best interests of the whole business. Share knowledge and experience. • Commitment – We will: Deliver our obligations to clients and colleagues. Take individual responsibility and be proactive in delivering what we promise. Champion equality, diversity and inclusion. Support our communities and protect the environment. • Service – We will: Understand our clients and exceed their expectations. Provide exceptional value. Deliver the highest quality service. Strive to continually improve and enhance our services.
<p>Benefits Offered With This Role</p> <p>[the following list to be amended to reflect the specific benefits offered for this role]</p>	<p>Learning is not just a service we provide, it's a way of life at QA, and we try to ensure that everyone has the opportunity to take advantage of our huge and varied range of learning and development options, so everyone is eligible for 3 Training Days every year, to focus on subjects they're interested in.</p> <p>We also know that many people like to "give back" and so we offer 2 paid Charity Days each year to</p>

support your chosen charity in whatever way you choose. And if you get involved in charity fundraising, QA will also double any sponsorship money raised, up to £250. This is over and above the charitable activities that we encourage through our annual QA fundraising drives – you can get involved with this as much or as little as you like. We see it as a great way to foster team building too.

We all need to take time out to recharge our batteries from time to time and enjoy some down time, so we provide a fairly generous 25 days' holiday per annum (rising to 28 days after 5 years) – with the option to buy more if you wish.

It's important, too, to plan for the future and ensure we are able to maintain the lifestyle we have worked so hard to achieve, once we retire from the hurly burly and slow down to enjoy our later years, so we offer a defined contribution pension plan and will match your contributions up to a maximum of 3% of your basic salary.

Then there are two of our core benefit offerings, not the most exciting, but we consider it important to ensure everyone has the peace of mind provided by Life Assurance (4x your basic salary) and Permanent Health Insurance (after a qualifying period) in the event that ill health, or worse, disrupts our plans.

And finally, a few fringe benefits to assist with travel and lifestyle choices:

- Season ticket loan
- Discounted gym membership
- Cycle to work scheme