



**JOB**

**DESCRIPTION**

1. JOB SPECIFICS	
Job Title:	BSc DTS Head of Level 6
Reports to:	Associate Dean
Location:	London, Birmingham, Manchester, Leeds, Bristol, Newcastle
Department:	QAHE - Degree Apprenticeships

2. ABOUT THE ROLE	
What you'll be doing?	Supporting the Programme Leader in coordination and planning of delivery on the Level 6 of the undergraduate DTS programme, ensuring University academic standards are met.
Key Responsibilities	<ul style="list-style-type: none"> <li>• To support the effective delivery of the management of undergraduate degree programmes</li> <li>• To co-ordinate and plan delivery of the level of the programme being delivered</li> <li>• To act as the first point of contact for academic queries regarding Level 6 of the programme</li> <li>• To contribute to management of the academic and operational relationship with the university on a day to day basis</li> <li>• To implement the University's academic and quality assurance policies and procedures, to be accountable for academic standards</li> <li>• To monitor and review student's achievement/progression and implement additional support mechanisms as appropriate</li> <li>• To improve established and develop learning and teaching approaches to support student achievement and experience</li> <li>• To teach on modules as appropriate</li> <li>• To assist with preparation for exam boards</li> <li>• To liaise with Module Leaders/Convenors/Tutors regarding delivery, assessment, marking and management of the modules</li> <li>• To organise and conduct inductions for that year of the programme</li> <li>• To manage and organise the End Point Assessment process for students approaching the end of their degree</li> </ul>
KPIs & SLAs	<ul style="list-style-type: none"> <li>• Effective and efficient academic and operational delivery of programmes</li> <li>• Oversight of the student experience on programmes</li> <li>• Development and maintenance of a positive</li> </ul>

	<p>relationship with the partner university</p> <ul style="list-style-type: none"> <li>• Support to maintain academic standards and progression</li> <li>• Compliance with all University, BC, QAHE and QAA standards</li> <li>• Expertise in subject area - with appropriate qualifications</li> <li>• Efficient organisation of EPA process</li> </ul>
Key Working Relationships	<ul style="list-style-type: none"> <li>• To support the Programme Leader</li> <li>• To liaise with Module Leaders/Convenors/Tutors</li> <li>• To Liaise with Partner University counterparts</li> </ul>

3. ABOUT YOU	
Skills & Abilities	<ul style="list-style-type: none"> <li>• Planning, organising and delivery skills</li> <li>• The ability to take responsibility and to work to deadlines</li> <li>• Structured and clear communication skills</li> <li>• The ability to increase personal knowledge of developments and research in own subject/professional/pedagogical area</li> <li>• Mentoring, Training and Coaching Ability</li> <li>• Confident and self-motivated</li> <li>• Well organised and methodical</li> </ul>
Your Experience	<ul style="list-style-type: none"> <li>• Lecturing experience</li> <li>• Lecturing experience in the HE sector in subject specialism</li> <li>• Experience of delivering UG programmes and supporting Level 4-7 students</li> <li>• Experience of supporting home and international students</li> </ul>
Your Knowledge	<ul style="list-style-type: none"> <li>• University policies and procedures</li> <li>• Appropriate level of knowledge and skills to enable personal contribution to enterprise/professional practice activities</li> <li>• Understanding of QAA Quality Code</li> <li>• Ability to operate well within a team environment.</li> <li>• Strong understanding of the market place, and experience in planning, organising and assessing at undergraduate level</li> <li>• Strong understanding of apprenticeship standards and assessment rules</li> </ul>
Your Qualifications	<ul style="list-style-type: none"> <li>• Undergraduate Degree or equivalent – essential</li> <li>• Relevant Masters - desirable</li> <li>• PGCE/ Associate HEA membership –desirable</li> </ul>
What you'll bring to QA	<p>Must be able to make timely decisions, communicate and act effectively: All decisions taken are in the best interest of the student experience and comply with University regulations and are UK compliant.</p> <p>All decisions and judgements in relation to staff comply with QA company policy.</p>



4. ABOUT QA	
About us	<p>We shape the next generation of technologists, leaders and innovators.</p> <p>By powering potential - the potential of over a quarter of a million learners a year. We empower them to push boundaries and thrive in the workplace.</p> <p><b>Why we do learning</b></p> <p>For over 30 years, we've worked in technology - where the impact of great learning is changing the world.</p> <p>A bold statement, but hear us out. We are right at the centre of a technological revolution. Devices are not just connecting people, cities and countries - they are connecting to each other, collecting data and using it to learn and make themselves better. Soon we will have cars that can drive themselves, fridges that make sure we never run out of milk and computers that can learn from their own mistakes.</p> <p>Driving this revolution? People.</p> <p>And this is where we come in.</p> <p>People advancing their knowledge in technology - to enrich society - build a new culture - better how we live our lives, and how we work together.</p> <p>People are learning to use technology to drive phenomenal change. This is our passion - powering their potential.</p>
We promise to be	<p><b>Bold</b></p> <ul style="list-style-type: none"> <li>○ Ambition is great. We set ambitious targets - holding ourselves and others to ever-higher standards.</li> <li>○ We contribute (insightfully) to the debate inside and outside QA.</li> <li>○ We move. Quickly. We respond to your needs - fast.</li> </ul> <p><b>Collaborative</b></p> <ul style="list-style-type: none"> <li>○ We spend time getting to know you - our learners and our customers - to earn your trust.</li> <li>○ We connect a solution to your problem - we have tonnes of different services to help you.</li> <li>○ We're the positive person who actively gets stuck in to solving problems.</li> </ul> <p><b>Progressive</b></p> <ul style="list-style-type: none"> <li>○ We embrace change - and support it.</li> <li>○ We challenge ourselves to use the latest technologies and methods - no matter how out there.</li> <li>○ We're curious - about what you do, about what the person next to you does, about our customers and our learners.</li> </ul>

<p>What's on offer?</p> <p>[please adjust according to the specific benefits offered for this position]</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 <b>Training Days</b> 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 <b>Charity Days</b> each year to 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.</p> <p>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.</p> <p>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 4% of your basic salary.</p> <p>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.</p> <p>And finally, a few fringe benefits to assist with travel and lifestyle choices:</p> <ul style="list-style-type: none"> <li>○ Season ticket loan</li> <li>○ Corporate gym membership</li> <li>○ Cycle to work scheme</li> </ul>
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