

# Job description

## Academic Director

### Context

INTO University Partnerships (IUP) is an organisation working in partnership with leading British universities and investing in the development of world-class international student centres. INTO Centres specialise in preparing international students for undergraduate and postgraduate study in the UK, with a clear focus on and commitment to the delivery of the highest quality student experience. Each INTO Centre is managed by a joint venture board on which IUP and the partner university are equal shareholders. A wide range of programmes are delivered in the Centre including degree preparation courses and English for University Study. We teach international students in a high quality facility in Middlesex Street in central London.

The Academic Director will be responsible for the successful leadership and co-ordination of all pre-university programmes, including the International Foundation, International Graduate Diploma, International Diploma and associated English Language preparation programmes. These programmes are validated by both UEA and City University London and are taught by Joint Venture staff.

While these pre-university programmes cover a range of subjects, there is a particular emphasis on business and associated areas. Therefore, although not essential, it will be desirable if the post holder has a background in business studies or a related subject.

### Reporting line

The Academic Director reports to the Centre Director.

### Job purpose

The successful candidate will have overall responsibility for the management and development of taught programmes and related resources with regard to pre-university provision within the Centre. S/he will manage the Director of Studies, the Programme Managers, the Learning Resource Centre, the Academic Support team, and the UCAS team. The Academic Director will demonstrate effective management and development of teaching and resource, excellent student experience and motivational staff leadership. There will also be a substantial liaison, academic quality assurance and reporting function with university partners.

### Job Dimensions

As a member of the local Senior Management Team, the role will support the Centre Director in the delivery of the strategic and operational objectives of the Centre. In addition to key accountabilities the successful candidate will demonstrate role model behaviour and organisational compliance. The Academic Director will be required to deputise for and to represent the Centre Director as required.

## Key accountabilities and duties

### Teaching and Resource

- Lead and co-ordinate teaching programmes and teaching resource in the most efficient and effective way (particularly in relation to curriculum review, timetabling, assessments and staff deployment) with an understanding of the Centre's commercial targets and required student satisfaction levels.
- Lead on validation and accreditation processes.
- Manage the curriculum review and the quality assurance for all programmes against agreed content.
- Convene and chair all necessary meetings of staff, such as Programme Managers and Academic Student Forums, and contribute as required to university liaison meetings.
- Contribute towards the Centre's teaching resource, providing role model behaviour in relation to the quality and standards of work.
- Oversee the development and use of VLE (Moodle) and other academic learning technologies.
- Be responsible for the co-ordination of examination scheduling, invigilation, exam assessments and the production of academic reports in respect of pre-university programmes and ensure these are delivered in the most effective and efficient way to the required quality standards (in liaison with the Academic Support team).
- Plan effectively to ensure the continuous improvement of academic systems and processes.
- Be responsible for the student academic disciplinary procedures.
- Deliver to all appropriate teaching related KPIs.

### Staff Management

- Inspire and motivate staff to deliver high quality performance in all areas.
- Manage the performance and staff development of all Joint Venture academic staff within the Centre.
- Line-manage the Director of Studies, the Programme Managers, the Academic Support team, the LRC staff, the UCAS team and other academic related staff as appropriate.
- Promote a collaborative working environment to maintain and enhance the quality of the student learning experience and the overall teaching-learning environment.
- Advise staff on appropriate Continuous Professional Development opportunities.

### Student Experience

- Ensure that students are adequately prepared to pursue their chosen career or University course.
- Ensure appropriate guidance and support is given to students regarding their academic choices through the Progression Officers and the UCAS team.
- Use management information effectively to contribute to the continuous improvement of academic systems and processes.
- Work collaboratively with colleagues to ensure that processes and systems are in place to track, record and report on students' progress and attendance, to support the decision making process.
- Monitor and develop effective student feedback systems to inform review processes.
- Monitor and review pastoral and academic support for all the students and ensure we meet the agreed service standards.

- Contribute to the overall management of student expectations to achieve the highest possible student satisfaction.
- Monitor teaching staff performance through class observation.
- Ensure all aspects of attendance monitoring are in compliance with regulations.
- Be responsible for the delivery of effective academic administration support in collaboration with the Academic Support team.

### External Liaison

- Manage the relationships with the Joint Venture partners and to report to the relevant academic boards.
- Manage and oversee the diverse needs and uphold the policies of the academic university partners in relation to assessments, Exam Boards, validation events, and academic reporting.
- To liaise with key stakeholders at the partner universities (e.g. deans, heads of school, degree programme directors, student progress offices, admissions offices, international offices), with other appropriate external bodies and internally within the INTO company. Some relationships may also need to be developed with other external stakeholders.
- Chair the Exam Boards and appoint and oversee external examiners.
- Develop effective working relationships with the marketing team and co-ordinate the delivery of academic programmes in line with market needs, developing new programmes when required.

### Other

- Be a member of the Centre's SMT.
- Provide the Centre Director with timely advice on all academic matters relating to pre- university programmes in light of commercial imperatives and financial targets.
- Contribute to the development and communication of strategic plans, academic policy, priorities and objectives.
- Contribute to the formulation of the annual budget and the regulation of expenditure in the centre.
- Be the Acting Centre Director whenever the Centre Director is absent from the Centre. Maintain oversight of the Centre's business and communications, and make strategic decisions when necessary in his/her absence.
- Some overseas travel may be required.
- Have a flexible approach to work, including some unsociable hours.

**Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request.**

**We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.**

### Salary

Circa £52,000 per annum

### Location

INTO UEA London, 102 Middlesex Street, London E1 7EZ

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal record check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

## Person Specification

	Essential	Desirable
<b>Legal status</b>	<ul style="list-style-type: none"> <li>• Appropriate DBS disclosure will be required prior to confirmation of appointment.</li> <li>• Eligibility to work in and travel freely to and from the UK, i.e. valid UK or EC passport.</li> </ul>	
<b>Academic qualifications</b>	<ul style="list-style-type: none"> <li>• Postgraduate qualification in relevant area.</li> </ul>	<ul style="list-style-type: none"> <li>• PhD.</li> <li>• PGCE teaching qualification.</li> <li>• A subject specialism in Business, Management or Economics</li> </ul>
<b>Skills/Knowledge</b>	<ul style="list-style-type: none"> <li>• A record of success in teaching to A-level standard and above.</li> <li>• A proven track record in promoting academic standards and implementing continuous quality improvement, professional development and change initiatives to enhance existing practices.</li> <li>• Experience in academic programme design and quality assurance.</li> <li>• Ability to lead and manage a large academic team in a fast changing environment</li> <li>• Demonstrates ability to recruit and retain high quality staff in this sector.</li> <li>• Skilled as an enabler, facilitator negotiator with the ability to drive through and manager effective change.</li> <li>• Ability to build and manage relationships with peers, senior managers, university stakeholders, parents and students from a range of linguistic, ethnic and cultural backgrounds.</li> <li>• Ability to work with multiple priorities at the same time and handle unexpected situations successfully</li> <li>• Commercially astute - able to balance the needs of delivering quality academic programmes with a focus on efficiency and effectiveness in planning and the implementation of policies and procedures</li> <li>• Consistently displays a positive approach to the working environment.</li> <li>• Demonstrates commitment to ethical professional practice.</li> <li>• Ability to put in place systems and processes that are effective and efficient and produce quality, timely management information.</li> <li>• Strong analytical and decision-making skills.</li> <li>• Ability to think and plan ahead and contribute to the centre's operational strategy.</li> <li>• Good IT skills, and competence in the production and analysis of data.</li> <li>• Committed and responsible for promoting and safeguarding the welfare of children and young adults.</li> </ul>	<ul style="list-style-type: none"> <li>• Degree-level teaching experience</li> <li>• Experience of teaching international students</li> <li>• An awareness of issues in marketing educational services in an international context.</li> <li>• Understanding of working in an international HE context.</li> <li>• Familiarity with IT Systems and student database systems and application.</li> </ul>