



JOB DESCRIPTION

Job Title:	Module Convenor
Reports to:	Programme Director
Hourly rate:	Band I, point 39

Overall Role

To deliver high quality learning practice and related support to students on specified modules, in the context of prevailing policies and procedures, curriculum content, established learning outcomes and teaching methodologies.

To provide up-to-date knowledge, expertise and experience of professional practice and/or research in a specific specialist subject area.

Main Duties and Responsibilities

- To design, develop and lead the delivery of teaching and assessment for modules.
- Contributing to and updating content, design and delivery of the educational provision and undertaking any relevant associated administrative duties.
- To deliver structured learning experiences including, induction sessions, classes, tutorials, lectures, seminars, workshops, auditions, rehearsals, studio critiques and student presentations (including degree shows).
- To manage the delivery of teaching on the module by guiding and supporting staff, and carrying out line management duties where required.
- To be fully conversant with Quality Assurance (QA) regulations and procedures as they apply to your module and the HE framework as a whole.
- To develop and update the module handbook, virtual learning platform, lecture/seminar resources, formulate the assessments and be the main contact for that module.
- Carry out all necessary preparation, e.g., attending module meetings, write lectures, preparing lecture notes and additional teaching material (such as hand-outs) etc.
- Ensure that the learning objectives and the learning need of students are met by the teaching content, methods of delivery and learning materials.
- Undertaking module assessment, including contributing to the setting of assessment criteria and marking assignments, and supplementary marking where appropriate.
- To be accessible and supportive to students in the role of personal and / or academic tutor, where required to support course delivery.
- Monitor student progress highlighting any concerns, be they performance based or pastoral, and resolve or refer standard welfare issues on as appropriate.

- Attend module meetings, programme meetings and exam boards where relevant, liaising with the Deputy/Head of School on improvement initiatives.
- To attend St Mary's University academic induction as well as any related and necessary training as required.
- To contribute to course development and planning as required in accordance with University guidelines and procedures.
- To have a commitment to continuous professional practice and scholarship in the specialist subject area, and in professional development in learning and teaching.
- To engage with and strengthen the University Mission and to participate in the broader academic life of the University.
- To undertake other duties as reasonably requested by the Programme Director, Academic Director and the Head/Deputy Head of School.
- If allotted a supervisee, you will support and assist in the course of their major piece of independent study which may take the form of a performance, project or dissertation. This may include regular meetings, providing formative feedback (in person, via telephone or skype), commenting on drafts of written work and assessing the submitted version.

Person Specification

Attributes	Essential	Desirable
Education level / Qualification	<ul style="list-style-type: none"> • Degree or equivalent in relevant subject or relevant professional qualification/professional experience • HE teaching qualification or willingness to commence appropriate study programme where required. 	<ul style="list-style-type: none"> • PhD or D Phil • Masters degree
Skills & Knowledge	<ul style="list-style-type: none"> • Excellent presentation skills • Ability to communicate effectively and explain complex concepts and theories in a clear and understandable manner to a range of abilities • Good organisational skills including the ability to meet deadlines • IT skills – including MS Office packages 	
Experience	<ul style="list-style-type: none"> • Higher Education teaching experience • Extensive experience of applying relevant analytical skills, teaching techniques and methods • Preparing and presenting information in a clear and concise way 	<ul style="list-style-type: none"> • Line management experience
Personal Qualities	<ul style="list-style-type: none"> • Self-motivated • Approachable, patient and reliable • Team player 	

St Mary's University reserves the right to change and amend this job description/person specification in accordance with the changing requirements of the organisation.