

Job Profile

Job title	University of Greenwich International College – College Director		
Division/dept.	Pathways, UoGIC		
Working hours	40 hours per week	Start date	ASAP
Annual leave	33 days including public holidays		
Reports to	Academic Pathways Operations Director	Location	Greenwich, London
Salary	£52K plus depending on experience	Bonus	-

Job purpose

The **COLLEGE DIRECTOR** fulfils the key leadership role in ensuring a learning and teaching environment which provides the College's students with the best opportunity to be successful and proceed with confidence to the next stage of their education within the wider university community.

Main duties and responsibilities

- Mobilisation of the plan to set up the College, to be ready to accept students from summer 2018
- Day-to-day management of the College in line with relevant sections in the Operations Manual agreed with the University
- Recruit, lead and manage a team of teaching and administrative staff in collaboration with the University
- Communicating regularly with staff, including the holding of regular staff briefings and meetings
- Provision of and regular up-dating of a Staff Handbook
- Ensuring that the College provides a lively, supportive and focused environment in which students can pursue their study goals
- Ensuring that the outcomes, responsibilities and standards set out in the Service Level Agreement (SLA) are achieved and that the procedures in the College Operations Manual are followed
- Scheduling classes in an appropriate and cost-effective manner
- Monitoring the delivery of the programmes as validated by the university
- Ensuring that the assessment of students is conducted appropriately and in line with the timescales and regulations of the university as applied to the College
- Conducting observations of teaching staff as appropriate and an annual appraisal of all staff
- Identifying staff training and development needs and meeting these with the support of both Oxford International and the University

Resources

- Ensuring with appropriate staff at OIEG and University that the College has the resources required for effective delivery of its programmes and supporting its students
- Developing the relationship with the Library/Learning Resources Centre at the University

- Ensuring engagement with the University's virtual learning environment and the building of materials associated with the other College Programmes
- Working with the University room booking system to ensure there are suitable spaces available for the delivery of the College's programmes
- Liaison with relevant University and Faculty staff to ensure that students have sufficient access to specialised teaching spaces to cover the practical elements in their modules

Reporting

- Membership of the Joint Academic Board (JAB) and the provision of regular written reports to the JAB on the progress of the College
- Attendance, as required, at meetings of the Steering Board
- Provision to OIEG and the University of an annual, reflective report containing both quantitative data and qualitative comments on the previous year at the College, together with a note of key areas for development and improvement during the year ahead
- Regular scheduled meetings with the University Co-ordinator, the senior University liaison with the College
- Regular scheduled meetings with the OIEG Academic Development Director
- Regular meetings with OIEG Director of Operations, University Link Tutors, OIEG and University Recruitment, Admissions and Communications staff and other University and OIEG staff members as required

Staffing

- Monitoring staffing requirements, both teaching and administrative, mid-term at the latest for the term ahead
- Advertising in a timely fashion through the OIEG and University websites, and, both locally and nationally in the press and on-line, for required members of staff
- Shortlisting, interviewing and appointing members of staff in line with HR procedures of OIEG and as agreed with the University
- Ensuring that new staff have an adequate induction programme before they start their teaching or administrative duties. This involves ensuring that they have the initial and on-going support required for the performance of these duties to the highest possible standard
- Building, in time, a senior team to support in the management of the Students
- Provision of and regular updating of a student handbook
- Provision of pre-arrival and on-arrival information for students and leading a student induction programme per major intake, involving students in University induction events as appropriate
- Ensuring the monitoring of student progress and the identification of those who are struggling so that they can be offered support as quickly and effectively as possible
- Ensuring the monitoring of student attendance and its recording and reporting as appropriate. Also that action is taken to support students whose attendance is poor
- Ensuring compliance with a Safeguarding Policy protecting the interests of under-18s and vulnerable adults and with the Prevent initiative deterring the radicalization of students
- Encouraging student engagement with University's activities and services
- Liaison with both OIEG Head Office and appropriate University staff where issues of student conduct, in and out of classes, and within and outside the College are concerned

Assessment

- Ensuring that assessments are scheduled sensibly throughout each term to make sure students find the schedule manageable

- Oversee the work of the Examinations Officer to ensure the proper conduct of formal examinations in line with University regulations and timescales, as applied to the College
- Participation in the Examination Boards at the end of each term and providing timely support to the Examination Boards in terms of examination data and any other information relevant to the previous round of examinations
- Ensuring that due time and attention are given to Pleas for Special Consideration and Student Appeals in line with University regulations
- Ensuring that such reports on student progress are sent in a timely fashion at the end of each term to parents, guardian or sponsors as agreed with the individual students

External

- Providing the 'face' and official mouthpiece of the College to the outside world
- Preparation for and full co-operation with any inspection of the College by QAA or other external organisations
- Ensuring that visitors, such as educational agents, receive a warm welcome to the College
- Working with the marketing teams at OIEG and the University to ensure that student success is recorded and celebrated, student events are reported and such 'good news' stories as will help promote the College
- Working with the public relations staff employed by or consulted by OIEG and the University in managing any crises or undesirable events that might occur in the College or connected with its work, staff or students

In the fulfilment of the above responsibilities and performance of the related tasks, the College Director will report to OIEG's Director of Operations (Academic). The position of College Director is one requiring tact as the College is managed by OIEG on behalf of the University and situated on the University's campus. In many aspects of its life, the University's regulations apply fully or substantially, to the College and there is a senior member of the University with the overall responsibility for UoGIC.

Person specification		
	Essential	Desirable
Statutory requirements	<ul style="list-style-type: none"> • Eligibility to live and work in the UK • Undergo an Enhanced DBS disclosure check or overseas equivalent 	
Qualifications	<ul style="list-style-type: none"> • Honours Degree • Masters Degree 	<ul style="list-style-type: none"> • PhD • PGCertEd (HE) (or equivalent) or Fellow of the HEA • Senior Fellow of the HEA • Professional qualification(s) • TEFL/TESOL teaching qualification • Safeguarding training
Experience and knowledge	<ul style="list-style-type: none"> • Experience of working either in the UK or elsewhere with international students • A demonstrable understanding of the higher education environment • Working knowledge of UKVI regulations • Working knowledge of HR procedures consistent with the needs of a small college • Demonstrable experience of team leadership • Experience of budget management 	<ul style="list-style-type: none"> • Recent management experience within higher or further education • Recent experience of teaching international students • Detailed knowledge of UKVI regulations • Working in support of marketing, promotion and/or public relations activities • Pastoral/counselling experience • Experience of contributing to sales and marketing activity
Skills	<ul style="list-style-type: none"> • Highly effective at building and leading teams • Exceptional communication skills with the ability to build relationships with a diverse range of stakeholders • Able to manage budgets • Adopt an innovative approach to finding solutions and adding value 	<ul style="list-style-type: none"> • Strong commercial acumen
Personal Qualities	<ul style="list-style-type: none"> • Empathy with international students and an understanding of their needs • Passionate about education • Flexibility, adaptability and resilience 	

	<ul style="list-style-type: none">• Integrity and a highly professional approach to work	
--	--	--

This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities and may be subject to periodic revision.

OIEG is committed to safeguarding and promoting the welfare of children. The post holder's responsibilities for safeguarding the welfare of the young students in their care are to adhere to the OIEG Child Protection Policy. All OIEG employees are subject to enhanced DBS check.