

JOB DESCRIPTION

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| Job Title: | Head of Academic Studies |
| Department: | Academic |
| Manager: | Programme Leads |
| Location: | Kent/London (regular travel between both) |
| Hours: | 24.5 hours (this will be reviewed in 2025) |
| Salary: | £32,200 (£46,000 pa FTE) |

Job summary:

The Head of Academic Studies has responsibility for the academic health and development of their department across London and Kent (during teach out) while fostering excellence in teaching and learning.

The Head of Academic Studies will ensure that the courses and modules they are responsible for are delivered efficiently and effectively and with parity across both campuses and that students maximise their educational experience.

The successful role holder will be someone who has an ability to actively promote osteopathy, and can motivate students and lecturers to achieve their full potential in the academic setting.

The Head of Academic Studies will strive to embed the BCNO's strategic vision for education and have the leadership skills to influence and inspire faculty to fulfil that vision.

Key responsibilities:

The Head of Academic Studies will work with the Programme Leads and Principal in:

- Developing, implementing and monitoring teaching, learning and assessment strategies (including Technology Enhanced Learning TEL)
- Managing the academic standards, procedures and resourcing the elements of the programme in the department, as described in the new curriculum.

- Ensuring that the elements of the programme and other departmental modules are delivered to the highest of standards in line with the validated documentation and regulatory requirements.
- Providing support in the development, review and implementation of policies and procedures.
- Assisting in the department quality cycle which includes:
 - Conducting quality monitoring, evaluation and review activity
 - Devising and implementing action plans arising out of annual review cycles and any other related activity
 - Responding to student feedback relating to the department
 - Responding to external examiner input relating to the department
 - Participating in the programme annual monitoring and review cycles
- Promote and develop academic excellence in teaching and learning and assessment in the department.
- Provide copies of all assignment briefs, examination papers and marking schemes for each module being taught, for review by the External Examiner for their comments within the prescribed timeframe.
- Line manage faculty within the department's courses (including appraisals), identify training needs and areas for improvement. Develop faculty to reach highest potential.
- Participate in the induction and training of new teaching faculty
- Take an active role in assessments – examining, moderating, observing and marking.
- Participate in student applicant interview and selection process.
- Act as a point of contact for students with educational issues relating to the course/module and support the students in managing these issues.
- Act as a channel of communication between students and the Programme Lead and/or Principal.
- Report issues of concern to the Programme Lead/Registry department/Student Welfare Officer e.g. student progression, fitness to practise, fitness to study, discipline etc.
- Participate in relevant meetings. Heads of Department will meet as a team twice a term or as necessary. Heads of Department will meet regularly with student representatives.
- Assist in the management of student complaints where appropriate.
- Support faculty and staff with continuing professional development in line with the BCNO's strategic plans.
- Develop the use of technology where appropriate
- Provide information to the timetabling coordinator to assist with the timetabling of the department's courses.

Key relationships:

- Academic staff – London and Kent
- Students – London and Kent

Committee attendance:

The Head of Academic Studies will be a member of the following committees:

- Academic Board
- Programme Committee RQ
- Joint Board of Studies
- Progression and Awards Board (internal and external)

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| Signature of role holder: | |
| Name of role holder: | |
| Date: | |

| PERSON SPECIFICATION – Head of Academic Studies | | |
|---|------------------|------------------|
| | Essential | Desirable |
| Education, Experience & Knowledge | | |
| Registered osteopath or Anatomist | X | |
| Minimum 5 years' experience of working within higher education | X | |
| Experience of course development in higher education | | X |
| Experience of line management in higher education | | X |
| Good working knowledge of MS Office suite | X | |
| Personal Skills & Attributes Required | | |
| <ul style="list-style-type: none"> • Uses sound judgment to make good decisions based on information gathered and analysed. | | |
| <ul style="list-style-type: none"> • Interacts with people effectively. Able and willing to share and receive information. | | |
| <ul style="list-style-type: none"> • Supports group decisions and puts group goals ahead of own goals | | |
| <ul style="list-style-type: none"> • Sets and maintains high performance standards. | | |
| <ul style="list-style-type: none"> • Pays close attention to detail, accuracy and completeness. | | |
| <ul style="list-style-type: none"> • Displays energy and enthusiasm in approaching the job. | | |
| <ul style="list-style-type: none"> • Commits to putting in additional effort. | | |
| <ul style="list-style-type: none"> • Shows concern for all aspects of the job and follows up on work outputs. | | |
| <ul style="list-style-type: none"> • Maintains high level of productivity and self-direction. | | |
| <ul style="list-style-type: none"> • Sticks to commitments. | | |
| <ul style="list-style-type: none"> • Identifies cause and effect relationships. | | |
| <ul style="list-style-type: none"> • Adapts to changing work environments, work priorities and organizational needs. | | |
| <ul style="list-style-type: none"> • Able to effectively deal with change and diverse people. | | |
| <ul style="list-style-type: none"> • Plans and organizes tasks and work responsibilities to achieve objectives. | | |
| <ul style="list-style-type: none"> • Organizes and delivers information appropriately. | | |
| <ul style="list-style-type: none"> • Listens actively. | | |
| <ul style="list-style-type: none"> • Maintains confidentiality and meets own commitments. | | |
| <ul style="list-style-type: none"> • Adheres to organizational policies and procedures. | | |
| <ul style="list-style-type: none"> • Generates ideas for improvement, takes advantage of opportunities and suggests innovations. | | |
| <ul style="list-style-type: none"> • Leads by example creating a positive, encouraging work environment | | |
| <ul style="list-style-type: none"> • Leads and supports team to ensure delivery of goals | | |
| <ul style="list-style-type: none"> • Identifies talent and supports development of individuals | | |
| <ul style="list-style-type: none"> • Adopts an approach of continuous improvement | | |