

JOB PROFILE	
Company:	The Language Gallery (TLG)
Department:	Academic Team
Role:	Module Leader
Reporting to:	Programme Leader
Direct reports:	Business Management Lecturers
Location:	Nottingham and Birmingham Campuses <i>Work from one of our BGU Programme campuses, liaise with other campuses via Teams and other available technologies. Additionally, visit other campuses at least once a month.</i>
Position Type:	Permanent, Full time

ROLE SUMMARY
<p>The Module Leader is responsible for the effective organisation and delivery of the module in line with approved specifications and learning outcomes. This includes development, management, and ensuring an excellent academic experience for students. Responsibilities include keeping the module current, handling administrative and quality assurance processes, and managing assessments including collection, distribution, marking, cross marking, and moderation to ensure alignment with TLG and partner university policies. Additionally, the Module Leader will work on improving the teaching quality within the team who deliver the module. The role demands extensive knowledge in business studies, exceptional teaching skills, and a commitment to high-quality education.</p>

KEY ACTIVITIES
<ul style="list-style-type: none"> • Full-time members of staff are expected to teach one group of students per term. • Set, promote, and maintain appropriate educational and professional standards of good practice in teaching, delivery, and curriculum development. • Undertake general module management responsibilities, including lesson planning, teaching, curriculum development, assessment, timetabling, resource planning, assessment scrutiny, materials auditing, online resource creation and management, creation of module handbooks and teacher handbooks, admissions, and administration to ensure successful development and delivery of the CertHE Business Management programme. • Provide academic and pastoral support to students as necessary, monitor student progress, and maintain appropriate records. • Maintain strong links with related industries and professional bodies, keeping up to date with the latest developments in the module area and maintaining a professional level of expertise. • Fully utilise the College and other information and communication technologies to facilitate and enhance students' learning experiences and organisational effectiveness. • Attend and contribute to module-related meetings and examination boards as required and organise and prepare for examination boards.

- Contribute to any programme monitoring report and ensure the continuous improvement and development of your module.
- Manage the overall teaching and assessment within the module, including liaison with associated staff on Canvas, SharePoint and other available technologies.
- Support and work closely with the Programme Leader to facilitate the appropriate implementation of college-wide policies and initiatives in relation to teaching and learning and curriculum development.
- Perform duties consistent with your role as these may from time to time be assigned to you anywhere within the College.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the College's Equal Opportunities Policy and promote equality and diversity in your work.
- Undertake continuous personal and professional development, and support it for any staff you manage through effective use of the College's Planning, Review and Appraisal scheme and staff development opportunities.
- Provide leadership and set clear expectations for all staff teaching on and assessing the module, ensuring alignment in syllabus, learning outcomes, delivery, assessment, feedback, and moderation.
- Ensure the published module descriptor, teaching materialise and assessments are correct, current, and complies with the college and the partner university guidelines, and communicate any changes to the module to The programme Leader, relevant colleagues and students promptly.
- Oversee the collection, distribution, and marking of examination scripts, assignments, and other assessment material, ensuring moderation aligns with the college and partner university policy and that students receive marks and regular, effective feedback.
- Reflect on feedback from, module lecturers, mentors, students, external examiners, and other stakeholders, discussing with the module team and making necessary improvements, and ensure suggested modifications are recommended for approval in line with the college and partner university policy.
- Organise workshops, seminars, and other professional development activities to improve the teaching quality within the team delivering the module.
- Engage in continuing professional development (CPD) and staff development activities to maintain and enhance professional experience and commitment to subject-specific and teaching skills development.

General Duties

- To perform such duties consistent with your role as these may from time to time be assigned to you anywhere within the College.
- To Adhere to all colleague policies and procedures, including Equality and Diversity and Health & Safety.
- Respect confidentiality: all confidential information should be kept in confidence and not relates to unauthorised persons.
- To work in accordance with the Colleges' Equal Opportunities Policy and to promote equality and diversity in your work.

- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the College's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organizational effectiveness
- Demonstrate excellent Customer Services in dealing with all customers.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

	Essential	Desirable
Qualifications/Education	<ul style="list-style-type: none"> • A Master's degree in Business Studies or a related field is required 	<ul style="list-style-type: none"> • PhD
Experience	<ul style="list-style-type: none"> • Minimum of 3-5 years of teaching experience in higher education. • Proven track record of curriculum development and module leadership. • Experience in the business industry is highly desirable. • Excellent teaching and presentation skills. • Strong organizational and time management abilities. • Ability to work collaboratively and communicate effectively with students and colleagues. • Proficiency in using educational technology and online learning platforms. 	

The above duties will inevitably change as the work of the College develops. The post-holder should therefore expect periodic variations to this job description. This job description may also be supplemented on a regular basis by individual objectives derived from College strategies.

The post involves commitment to working outside the normal College hours and a willingness to work flexibly is expected. There will be an occasional need to undertake business travel between other GUS sites within London and across the UK.

The postholder will be expected to work closely with GUS central services and personnel.

There is an expectation that all employees will maintain the values of the Group and will comply with the code of conduct as well as equality and diversity, health and safety and safeguarding policies.