

Head of Learning & Teaching (1.0FTE)

The Role

Job Title Head of Learning & Teaching

Location

Reports to Deputy Director Academic

Purpose The Head of Learning & Teaching is responsible for leading all learning, teaching and assessment enhancement elements of the School's Strategic Plan and its associated Educational Enhancement Plan.

Working in close partnership with school and programme teams, the role holder will foster transformational and inclusive learning, teaching and assessment practices and approaches across the Glasgow School of Art.

The School is committed to working in partnership with students to identify, develop and deliver enhancement projects that ensure that all students have positive experiences and outcomes and the role holder will be expected to model and champion exemplary approaches to partnership working with students.

A key priority will be to use evaluative approaches (including data-led) to drive significant improvement in the School's lead indicators for learning, teaching and assessment.

Key responsibilities:

Academic Development

- Lead and coordinate all learning, teaching and assessment enhancement elements of the School's Strategic Plan and its associated Educational Enhancement Plan.
- Manage the Learning & Teaching Team.
- Convene the Learning & Teaching Group and any other groups or subgroups aligned to the purpose of the role and as required by the Deputy Director Academic.
- Work in partnership with professional and academic teams to ensure that our learning, teaching and assessment practices and all policies associated with them meet the requirements of the UK Quality Code.
- Work in partnership with the Learning Technology team to ensure that The Glasgow School

of Art adopts a strategic approach to the use of blended and online pedagogies appropriate to our discipline and subject mix.

- Support the Deputy Directors and other members of the Senior Leadership Group to prepare for important external reporting and reviews including ELIR.
- Adopt a strategic approach to developing inclusive learning, teaching and assessment cultures in all of The Glasgow School of Art's education activities.
- Support school and programme teams to continuously evaluate and develop their learning, teaching and assessment practices and approaches especially as part of the Periodic Review and revalidation cycles.
- Shape and lead the School's academic CPD offer including Advance HE fellowship.
- Advise the Senior Leadership Group on approaches to reward and recognition for teaching.
- Offer expert advice to the Senior Leadership Group on academic practice, curricular enhancement and associated policy developments in Higher Education, in support of strategic objectives.
- Coordinate School Academic Development Leads in enhancement projects and initiatives.
- Undertake regular evaluation of our pedagogies ensuring their continuing effectiveness and make recommendations for future enhancement activities in this area.
- Make a personal contribution to pedagogic scholarship and research at The Glasgow School of Art that aligns with the school's strategic priorities and educational values.
- To maintain and develop appropriate external links e.g. with other educational institutions, and sector organisations developing and promoting the School.
- To be an active member of a relevant association or professional body (or bodies) as appropriate to the demands of the post.

Other duties

- To represent the School on internal and external boards and committees, including as convener, as directed by the Deputy Director Academic.
- To act as a Line Manager for designated staff and to take responsibility for career review in accordance with the School's regulations.
- To prepare such planning papers and reports as may be required to assist the strategic development of the School.
- To participate in appropriate professional development activities, including training events, workshops, seminars and conferences, as recommended by the Deputy Director Academic.

- To maintain and promote health and safety awareness within the terms of the School's published Health & Safety Policies. To ensure that staff and students are aware of health and safety procedures.
- Undertaking health and safety duties and responsibilities appropriate to the post.
- Maintaining and promoting equality and diversity within the terms of the School's published procedures.
- To undertake any such other duties commensurate with the post as determined by the Deputy Director Academic.

Key Relationships

- Reporting to the Deputy Director Academic
- Academic Registrar and Academic Quality Office
- Head of Programme Development
- Learning Technology Team
- Heads of Schools and Academic Development Leads

Person Specification

Knowledge, Experience and Qualifications

- Masters, MPhil or PhD level qualification preferably in art & design, architecture or related field.
- PGCE or equivalent teaching qualification.
- Member of the Higher Education Academy.
- Significant experience of academic development within Higher Education environment.
- Successful experience of management and administration within Higher Education.
- Successful experience of leading significant educational enhancement projects and initiatives within Art & Design, Architecture or related field.
- Track record of pedagogic research and scholarship activity and outputs.

Skills & abilities

- Proven ability to manage complex situations and change.
- Proven leadership and team skills.
- Good organisational skills.
- High level written and oral communication skills.
- Line management skills (for example, target setting, appraisal, probationary review of staff).
- Strong project management and data analysis skills
- Administrative skills necessary for maintaining records, quality assurance and other systems and records, curriculum and teaching and learning materials.

Personal Qualities

- Able motivator and communicator of staff and students.
- Self-initiator.
- The ability to work with a wide range of people, often under pressure.
- Approachable/personable.
- Proven ability to mentor and coach colleagues.

Terms and Conditions

Contract	Permanent
Probationary Period	It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is six months.
Salary:	Grade 8, £51,799 - £60,022 per annum
Hours:	35 hours per week
Holidays:	35 days plus 11 public and statutory holidays per annum
Pension:	Option to join the local government pension scheme
Notice Period:	Three months