

Job Profile

Job title	Head of Health and Life Sciences		
Division/dept.	De Montfort University International College (DMUIC)		
Working hours	Monday – Friday 08:30 – 17:30	Start date	January 2020, or earlier
Annual leave	5 weeks per annum (Plus Public Holidays)		
Reports to	College Director	Location	Leicester
Salary	Competitive	Bonus	-

Job purpose

We are seeking to appoint an enthusiastic and motivated Head of Health and Life Science to join our management team. Your role will involve overseeing a number of courses, and specifically teaching and assessing home and international students, to ensure they exceed targets. The post holder will have overall responsibility for all aspects of academic quality, teaching delivery, resources, student experience and academic leadership of the Life Science modules & programmes delivered by Oxford International Education Group (OIEG) at De Montfort University.

Based at the heart of De Montfort University's campus, DMUIC offers a wide range of courses to international students, all of which, upon successful completion, allow progression to a variety of university degrees, both undergraduate and postgraduate, at De Montfort University. Our students come from over 50 different countries providing an incredibly diverse community of learners. We strive for student achievement through providing the best possible student experience, professional staff and outstanding resources. Our success in this isn't possible without the commitment, dedication and collaboration of every member of staff.

Main duties and responsibilities

Programme Delivery & QA

- Develop, lead and co-ordinate the delivery of the Life Science programmes (including the annual curriculum review process, assessments and tutor recruitment/deployment) with an understanding of the college's commercial targets, the maximising of student continuation to DMU courses and optimum student satisfaction levels.
- Contribute to accreditation by external bodies such as The Quality Assurance Agency.
- Contribute to internal reviews, validation and accreditation processes.
- Manage the annual curriculum review and the quality assurance for all Life Science modules & programmes, including the production of Module Evaluation Plans, Curriculum Modification Forms and Programme Appraisal and Enhancement forms.

Resources

- Contribute towards the college's teaching and tutorials, providing role model behaviour in relation to the quality and standards of work.
- Encourage the development and use of the VLE and other learning technologies.
- Ensure all necessary academic texts, handbooks and teaching materials are produced, procured, updated, catalogued and securely maintained.

- Manage the development of new Life Science related academic programmes and modules in line with market needs.
- Liaise with the Faculty of Health & Life Sciences in good time to secure access to required Science Labs

Team Management

- Lead, inspire and motivate Science tutors to deliver high quality performance in all areas.
- Line manage, support and develop Science teaching staff as appropriate.
- Lead the recruitment, induction, and development and performance management of Science teaching staff, as appropriate.
- Provide Science teaching staff with on-going support and guidance with regard to module/programme goals, curriculum, materials and methodology.
- Conduct class observation and provide feedback.
- Promote a collaborative working environment to maintain and enhance the quality of the student learning experience and the overall teaching-learning environment.
- Participate in the development and delivery of academic policy, priorities and objectives.

Students

- Ensure that Science students are fully inducted onto the programmes which they are registered through meetings & production of handbooks.
- Be responsible for the student disciplinary procedures and their implementation.
- Oversee the formal interaction that students have with the Health and Life Science Link Tutor and wider Faculty, to support progression.
- Ensure appropriate guidance and support is given to students regarding their academic choices.

Assessment

- Be responsible for the co-ordination of assessments, and reassessment, scheduling, invigilation, exam/test assessments and the production of all assessment paperwork for Science modules/programmes and ensure these are delivered in the most effective and efficient way to the required quality standards (in liaison with the Academic Services team).
- Manage the Bad Academic Practice procedures relating to Science students.
- Contribute to Assessment Boards as required.
- Manage the relationship and interaction with the college's Science External Examiner.

Additional

- Oversee health & safety procedures applicable to the delivery of the programmes, including risk assessments
- Provide the College Director with advice on all academic matters in light of commercial imperatives and targets with regards to Life Science programmes
- Use management information effectively to contribute to the continuous improvement of academic systems and processes.
- Assist the implementation of the college's attendance policy.
- Maintain good working relationships with DMU colleagues, especially Link staff & Programme Leaders
- Work across OIEG on academic issues and projects as appropriate.
- Liaise with all relevant stakeholders in relation to all academic issues.

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"> • A relevant Master's Degree, PGCE or equivalent 	<ul style="list-style-type: none"> • English language teaching qualification
Experience and knowledge	<ul style="list-style-type: none"> • Relevant leadership & teaching experience involving international students, preferably within a UK further or higher education context 	<ul style="list-style-type: none"> • Recent experience of leadership in a university embedded international college
Personal qualities	<ul style="list-style-type: none"> • Empathy with international students and an understanding of their needs • Flexibility and adaptability • Excellent communication skills, oral & written 	<ul style="list-style-type: none"> • Understanding of the higher education environment • High level IT skills

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.