

ADDENDUM TO JOB DESCRIPTION

Job title: Module Leader

Responsible to: Course Leader

Responsible for: N/A

Date: December 2023

Job purpose: In addition to their core duties as a Lecturer/Senior Lecturer, a Module Leader has responsibility for: digital development of modules, delivery of a module, coordinating teaching/support delivered by its staff, and engaging with the administrative and quality assurance processes required by the University.

Main duties and responsibilities

The main duties and responsibilities of this role form an addendum to the core requirements of a Lectureship and have been grouped under the following headings:

1. Module Descriptor and Quality Assurance Processes
2. Learning Resources
3. Assessment and Feedback
4. Monitoring and Support
5. Course development

1. Module Descriptor and Quality Assurance Processes

- 1.1 Check that the published module descriptor are correct, current and complies with University guidelines. Bring any issues to the attention of the Course Leader as appropriate.
- 1.2 Ensure that the module content is informed by research and scholarship and is kept current by updating as necessary.
- 1.3 Ensure that the module content, delivery and assessment address all the learning outcomes specified on the module descriptor.
- 1.4 Attend relevant meetings including:
 - i) Module and Programme Monitoring and Review
 - ii) Examination Committees and Boards
 - iii) institutional and professional body accreditation

2. Learning Resources

- 2.1 Ensure learning resources and student support material are published as required by University policy using appropriate media.

3. Assessment and Feedback

- 3.1 Ensure that the assessment and feedback information on the module description is complete, informative and accurate. Arrange for assessed coursework to be returned and feedback provided within the time limits set.
- 3.2 Ensure that the module assessment addresses all the learning outcomes of the module and that any changes made continue to address the learning outcomes.
- 3.3 Ensure the assessment and mark scheme are set and checked appropriately, coordinate input from other lecturers/senior lecturers, and ensure outcomes are submitted Student Records office by specified deadline.
- 3.4 Ensure all External Examiners' comments on assessment are considered, responded to and actions taken are recorded appropriately.
- 3.5 Deal with any module mark queries and ensure feedback is given to students on performance in accordance with University guidelines.

4. Monitoring and Support

- 4.1 Ensure students with Individual Learning Plans (ILPs) registered on the module are supported as required.
- 4.2 Ensure lecture attendance is monitored and ensure coursework submission for module is monitored in liaison with Student Administration. Report/escalate concerns in line with local procedures.
- 4.3 Respond to and resolve any issues raised directly by students during the teaching of a module, and/or to refer to the Course Leader as appropriate.
- 4.4 Produce any necessary documentation specific to the module which may be required for internal and external quality reviews.

5. Module Development

- 5.1 Work with Course Leader and Digital Learning project team to develop content for upcoming modules, including curriculum development, hiring of visiting lecturers and writing of course content to production deadlines.