

**[ADDENDUM TO] JOB DESCRIPTION**

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<b>Job title:</b>	Module Leader
<b>Responsible to:</b>	Course Leader
<b>Date:</b>	May 2022
<b>Job purpose:</b>	In addition to core duties as a Lecturer or Senior Lecturer, a Module Leader has responsibility for design and delivery of a module, coordinating teaching/support delivered by its staff, and engaging with the administrative and quality assurance processes required University.

**Main duties and responsibilities**

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

1. Module Descriptor and Quality Assurance (Module design and build)
2. Learning Design and Quality Assurance
3. Assessment and feedback
4. Monitoring and Support
5. Delivery
6. Deputisation

Design and development of the academic content will be undertaken in partnership with the Online team and Digital Learning.

Once the course content has been built in the VLE, the Module Leader will have overall responsibility for delivery and academic direction, managing Tutors who do the day-to-day teaching of the course.

**1. Module Descriptor and Quality Assurance (Module design and build)**

- 1.1 Check that the published module descriptor is 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:
  - Module and Programme Monitoring and Review
  - Examination Committees and Boards
  - Institutional and professional body accreditation

## **2. Learning Design and Quality Assurance**

- 2.1 Ensure learning resources and student support material are published as required by University policy using appropriate media.
- 2.2 Undertake training as required in order to design and build online provision.
- 2.3 Participate in the learning design phase of the course development and work iteratively with the Digital Learning Team on mapping out the structure and content of the module in line with the module descriptor.
- 2.4 On a weekly basis report to the Course Leader performance against plan and highlight any deviance to the agreed Production Schedule.
- 2.5 Develop the academic content (comprising written material, text for video presentations, sourced third party content, designs for learning activities and assessments) for the module in line with the validated course documents.
- 2.6 Provide academic content to the LD as per the agreed schedule, so that it can be populated and tested in the VLE and to be available during this time for any queries that may arise.
- 2.7 Organise Guest Lecturers and work with the Production Team to book in any filming required and gain permission for use of content.
- 2.8 Be available for the recording of any video, audio or other multimedia content which requires the presence of the main academic expert.
- 2.9 Review the draft version of the module within the VLE and highlight any changes required.

## **3. Assessment and feedback**

- 3.1 Ensure that 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 academic staff, and ensure outcomes are submitted to Student Records office by the specified deadline.
- 3.4 Ensure all External Examiners' comments on assessment are considered, responded to and actions taken are recorded appropriately.
- 3.5 Ensure all student feedback provided in the student satisfaction survey is considered and addressed appropriately.
- 3.6 Deal with any module mark queries and ensure feedback is given to students on performance in accordance with University guidelines.
- 3.7 Ensure Tutors are prepared to undertake first marking e.g. have a good understanding of the Learning Outcomes and University assessment principles.
- 3.8 Moderate marking in accordance with University policy.

## **4. Monitoring and Support**

- 4.1 Ensure students with registered Individual Learning Plans (ILPs) are supported as required.
- 4.2 Ensure student engagement with the module is monitored in association with the Student Advisors and that coursework submission for the 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 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. Delivery

- 5.1 As the lead academic, assist Tutors with teaching the module online. This will typically involve high level academic input to steer a module through its course, intervening to clarify major points, requesting any required adjustments to student deadlines within the VLE, summarising topics, setting assessments and second marking.
- 5.2 Provide guidance to Tutors on day-to-day learning activities, including, how to moderate discussions, facilitate learning activities, provide student feedback, first mark assessed elements– and to liaise regularly (weekly call as a minimum) with Tutors to receive feedback from them on how the module is progressing.
- 5.3 Keep abreast of Extenuating Circumstances applications and request any necessary amends to deadlines within Canvas.
- 5.4 Contribute to the Course Continuous Improvement process and the evolution of the online teaching model.
- 5.5 Escalate any issues with tutors appropriately.

## 6. Deputisation

**Where enrolled student numbers exceed 100 on PG courses and 60 on UG Courses only**, additional hours (circa. 0.1 FTE), can be added to a course team. This is in recognition of the need for support towards a range of assigned duties as required and outlined below.

For absolute clarity, this is supplementary/contributory activity and is not intended to represent the substantive role of a Course Leader.

- 6.1 Support admission selection decisions and contribute to rejection discussions with the Head of Subject or Director.
- 6.2 Contribute to the course continuous improvement process, delivering assigned actions generated from various sources, e.g. External Examiner reports, module evaluations, Student Staff Liaison Groups, Student Advisors, tutor feedback and industry feedback.
- 6.3 Support the course maintenance process in association with the Production Manager and Digital Learning team and approve any required changes to the course.
- 6.4 Assist with the review and approval of student requests to intermit or withdraw.
- 6.5 Support the delivery of agreed course targets including student recruitment, retention, achievement and progression, satisfaction and graduate outcomes.
- 6.6 Support and contribute to ongoing promotional activities (including the engagement with specific or wider University recruitment campaigns).
- 6.7 Contribute to the generation of face-to-face events opportunities in accordance with guidelines and work with the Senior Student Advisor and Senior Administrators to plan logistics.
- 6.8 Where it is determined by the Course Leader and/or Head of Subject to be in the best interests of maintaining effective student interaction and communication, the job title 'Deputy Course Leader' may be used.