

Associate Director of School (Curriculum and Quality), Institute of Creativity and Innovation

Main Purpose and Duties of the Position

Location: Institute of Creativity and Innovation, Zhangzhou, China

Grade:

Reports to: Director of School, Institute of Creativity and Innovation

Direct reports: UK Link Tutors (5)

Summary of Main Job Purpose:

To be a key member of the management team of the Institute of Creativity and Innovation (ICI), supporting the Director of School to successfully deliver the strategic goals for ICI agreed by the Joint Management Committee. To lead curriculum development and review and have responsibility for the quality assurance and enhancement of ICI undergraduate courses.

Main Duties/Responsibilities

Leadership and management

1. To support the Director of School in successful deployment of academic and support staff, technical and financial resources to deliver high quality education at ICI.
2. To prepare such planning papers and reports as may be required to assist the strategic development of the courses and the Institute.
3. To be a member of the ICI management team and represent ICI on the University for the Creative Arts (UCA) and Xiamen University committees as required.
4. To oversee curriculum development of the ICI undergraduate courses and ensure the continuous improvement of the quality, effectiveness, and efficiency of the provision.
5. To work with UK Link Tutors to promote best practices in teaching and learning on ICI undergraduate courses and facilitate communication with other UCA schools.

6. To act as line manager and Performance Development Review (PDR) Manager for UK Link Tutors.
7. To provide induction, support, and training to staff on the development of teaching, learning and assessment, regulations, and university processes and procedures.

Quality Assurance and Enhancement

8. To organise all UCA quality assurance related activities at ICI, in collaboration with Xiamen University as appropriate.
9. To ensure assessment is carried out according to UCA policies, that grades are internally and externally validated, and that grades are entered into UCA's system within agreed to times frames.
10. To ensure course-level Annual Academic Monitoring is carried out according to UCA policies and support the Director of School in preparing and implementing the School Quality Improvement Plan (SQIP).
11. To develop strong links with and facilitate communication between ICI and the UCA Department of Quality Assurance and Enhancement.
12. To act as a source of expertise on all quality-related matters and deliver training on relevant regulations and guidance from the QAA, Office for Students, and other relevant sector bodies.

Student learning experience

13. To support the teaching objectives of ICI by delivering teaching through allocated lectures, tutorials and other forms of teaching.
14. To set and mark coursework and exams and providing constructive feedback to students.
15. To develop own teaching materials, methods and approaches. Obtain and analyse feedback on own teaching design and delivery to facilitate this.
16. To provide supervision to students, giving advice on study skills and helping with learning problems. To identify the learning needs of students and define learning objectives.
17. To supervise student projects, field trips and, where appropriate, placements.
18. To maintain active links with industry and professional practitioners and to bring these networks to the ICI for the benefit of students.
19. To work closely with the English team to integrate academic study with supporting students' improved English language proficiency.
20. To monitor students progress regularly and provide additional support to students if necessary.
21. To work closely with staff from other disciplines at the ICI to offer students crossdisciplinary study experiences.

Research, Professional Practice and Pedagogy

22. UCA operates Academic Career Fields that recognise and support the expertise of academic staff in Research, Professional Practice or Creative Education fields. Staff may be supported with time and resources for advanced research and professional practice in discussion with their line-manager.

Other Duties

- To undertake such other duties as are within the scope and spirit of the job purpose, the job title, and the grade.
- Take responsibility for the health and safety of yourself and others in carrying out the duties of the role.
- To promote equality, diversity, and inclusion in performance of your duties.
- To take responsibility for safeguarding of children and vulnerable adults as a member of UCA staff.
- To actively participate in learning and development to meet the requirements of your role and the organisation.

Selection Matrix

This matrix identifies the criteria which will be needed to be effective in the post. These will be used for selection purposes.

Criteria		Essential	Desirable	Used to shortlist
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	Higher degree in a relevant subject (PhD highly desirable).	✓	<input type="checkbox"/>	✓
	Teaching qualification or equivalent relevant professional experience.	✓	<input type="checkbox"/>	✓
	Experience of higher education management and leadership including the ability to lead academic teams.	✓	<input type="checkbox"/>	<input type="checkbox"/>
	Knowledge of HE sector and underpinning frameworks for regulation. Ability to develop this to expert level in relation to specific projects.	✓	<input type="checkbox"/>	<input type="checkbox"/>
	Evidence of excellent teaching in an international setting.	✓	<input type="checkbox"/>	<input type="checkbox"/>
	Evidence of successful curriculum development.	✓	<input type="checkbox"/>	<input type="checkbox"/>

	Excellent written and verbal communication skills.	✓	<input type="checkbox"/>	<input type="checkbox"/>
	Able to demonstrate independent and self-managing approach to working.	✓	<input type="checkbox"/>	<input type="checkbox"/>
	Evidence of senior level research/professional practice.	<input type="checkbox"/>	✓	<input type="checkbox"/>
	Evidence of senior level educational development.	<input type="checkbox"/>	✓	<input type="checkbox"/>
	Senior Fellowship of the Higher Education Academy.	<input type="checkbox"/>	✓	<input type="checkbox"/>

Does this role require a DBS check?

Yes / No (please delete as appropriate)