

Key points of SQ&EO ROLE

To advise the Head of School and School colleagues on matters relating to AR for undergraduate and taught postgraduate provision.

Work closely with the College Quality & Enhancement Officer (CQ&EO) and with the School's Convener of Learning and Teaching to:

Promote good practice and a culture of enhancement in quality assurance activity

Facilitate the University's Annual Review process

be an **active member** of the School LTC and SSLC and other relevant committees (Eg School Board of Studies)

work with the School L&T Convener and CQ&EO to improve consistency of practice within and across the Schools within the College

Prioritise staff engagement with the AR Review process, emphasising the importance of highlighting issues for College or University attention through referral to the appropriate committees for action

Liaise with appropriate staff to identify areas requiring enhancement relating to student involvement in quality procedures within the School such as:

Student Feedback

Student Representation and SSLCs

Engagement with the Course Evaluation Questionnaire including Summary and Response Documents (SaRDs)).

In addition, SQ&EOs should attend and contribute to University events such as the Learning and Teaching Conference; to contribute to the preparations for periodic internal and external reviews as directed by the Head of School (e.g. Periodic Subject Review, Accreditation by PSRBs).