



Programme Leader of MEd/MSc Adult Education, Community Development and Youth Studies (ACY) School of Education; Role and Responsibilities

Grade	Ideally academic Level 8 to 10
Duration	Appointed for 3 years in the first instance. Fractional appointment: hours dependent on student numbers (See attached Programme Leader Scale*)
Reporting to:	Director of Postgraduate Taught (PGT)
Appointment Process	Normally an internal appointment, at the discretion of the Head of School
Role Summary	<p>The Programme Leader of the Master of Science in Adult Education, Community Development and Youth Studies provides strategic leadership and operational oversight of the programme, both locally and globally.</p> <p>With the Director of PGT, the Programme Leader is responsible for the smooth running of learning and teaching within the MSc ACY programme, including: staff coordination, quality enhancement and practice placements.</p> <p>The position reports to the Director of Learning and Teaching through the Director of PGT. S/he is a member of the School's PGT Committee.</p>
Responsibilities	The Programme Leader of MSc ACY is required to:
	1. Ensure programme development and consistency across all programme pathways and establish relevant milestones and timelines
	2. Ensure consistency and timely production of programme handbooks & related literature
	4. Maintain and update timetable and assessment schedule, including Masters credit accumulation
	5. Act as budget holder for the programme
	6. Produce the Annual Course Review and compile brief reports on aspects of learning and teaching (including practice placements) as requested by the Director of PGT
	9. Commission teaching on the programmes in liaison with the Workloads Coordinator and the relevant RTG Leader
	10. Chair programme team meetings, identify and, where appropriate, coordinate staff development for programme team members
	11. Set dates, coordinate timing and reception of results and, where appropriate, chair programme exam boards
	13. Ensure that external examiners are in place
	16. Liaise with placement partners on the full range of issues, including practice placements, and with appropriate agencies of governance, standards, regulation
	18. Organise Open Day experiences for potential applicants
	19. Address Year Group at Induction
	20. Deal with student issues as these emerge, including those passed on by pathway leads and Advisors of Studies
	21. Undertake other duties as required by the Head of School

***Programme Leader Scale (extract from document: Workload Planning 2016-2017)**

For programmes that encompass PG Cert/PG Diploma/Masters, a *single allocation* for programme leadership will be allocated based on the total number of students enrolled in the area. This should be taken from the Masters level allocation if all three levels are running concurrently.

Students	120 credits	180 credits	360 credits	480 credits
0-20	40	55	90	120
21-50	80	95	130	150
51-100	120	140	170	200
101- 200	200	220	230	250
201- 300	250	260	280	300
>300	300	320	350	400