



**Programme Leader of BA in Childhood Practice
Role and Responsibilities**

Grade	Ideally academic Level 8, 9 or 10
Duration	Appointed for 3 years in the first instance. Fractional appointment: hours dependent on student numbers (See Programme Leader Scale below*)
Reporting to:	Director of Undergraduate and Initial Teacher Education (UG/ITE) programmes
Appointment Process	Normally an internal appointment, at the discretion of the Head of School
Role Summary	<p>The Programme Leader of the BA in Childhood Practice provides strategic leadership and operational oversight of the programme, both locally and globally.</p> <p>With the Director of UG/ITE, the Programme Leader is responsible for the smooth running of learning and teaching within the BA Childhood Practice programme, including: staff coordination; quality enhancement; recruitment; Accreditation of Prior Learning Calculations (both certified and experiential); research, scholarship and development.</p> <p>The position reports to the Director of Learning and Teaching through the Director of UG/ITE. S/he is a member of the School's UG/ITE Committee. The position is supported by administrative staff in the PGT office, responsible to the Head of School Administration or to another line manager as appropriate.</p>
Responsibilities	The Programme Leader of the BA Childhood Practice is required to:
	1. Represent and perform the role of Director of Undergraduate and Initial Teacher Education (UG/ITE) when s/he is off campus or otherwise unavailable.
	2. Ensure programme development and consistency across all programme pathways and establish relevant milestones and timelines
	3. Ensure consistency and timely production of programme handbooks & related literature
	4. Maintain and update timetable and assessment and marking schedule.
	5. Produce the Annual Course Review and compile brief reports on aspects of learning and teaching as requested by the Director of UG/ITE.
	6. Complete the Scottish Social Service Council's Quality Assurance Returns as part of a 3 year cycle to maintain Programme accreditation: Year 1: prepare, present and liaise with SSC as part of the full review process; Years 2 and 3: complete and return the self-declaration providing the required paperwork, recruitment figures, etc.
	7. Commission teaching on the programmes in liaison with the Staffing Workload Coordinator and the relevant RTG Leader
	8. Chair BA Childhood Practice programme team meetings, identify and, where appropriate, coordinate staff development for programme team members
	9. Set dates, coordinate timing and reception of results for BA Childhood Practice programme exam boards
	10. Ensure that external examiners are in place
	11. Work with the Director of UG/ITE and the Director of Learning and Teaching to develop and implement action plans aimed at NSS improvement.
	12. Liaise with Education and Childcare partners on the full range of issues, including practice placements, and with appropriate agencies of governance, standards,

	regulation
13.	Address Year group and organise induction programme including Accreditation of Prior Learning input to students who are required to complete a portfolio of their learning prior to the commencement of the programme.
14.	Deal with student issues as these emerge, including those passed on by Advisors of Studies
15.	Attend National HEI Childhood Practice development meetings.
16.	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