



**Programme Leader of Doctor of Education (EdD)  
Role and Responsibilities**

<b>Grade</b>	Ideally academic Level 9 or 10
<b>Duration</b>	Appointed for 3 to 5 years in the first instance. Fractional appointment: 300 hours
<b>Reporting* to:</b>	Director of Postgraduate Research
<b>Appointment Process</b>	Normally an internal appointment, at the discretion of the Head of School
<b>Role Summary</b>	The Programme Leader of the Doctor of Education (EdD) provides strategic leadership and operational oversight of the EdD programme, both locally and globally. The Programme Leader is responsible for the smooth running of learning and teaching within the coursework and, with the Director of PGR, the dissertation phase. The position reports to the Director of PGR and works closely with the Director of Research and the Director of PGT, as required. S/he is a member of the School's PGR Committee. The position is supported by administrative staff (currently located in the PGT office) responsible to the Head of School Administration or to another line manager as appropriate.
<b>Responsibilities</b>	The Programme Leader of EdD is required to:
1.	Provide academic leadership to staff teaching EdD courses, ensuring appropriate staffing of the EdD courses and supervision of dissertations, in consultation with the School's RTG Leaders.
2.	Marketing and recruitment; management of the selection process, including review of samples of academic writing, and interviews where required.
3.	Ensure that up to date programme information is available online and by email as requested. Respond to applicant queries about the programme, fees, eligibility, language requirements, visas, dissertation topics and supervision.
4.	General programme organization, including annual programme calendar, dates for EdD terms, examinations, meetings, study weekends. Prepare and update course handbook, information and links to university services in the online common room.
5.	Lead and teach on a selection of courses, contributing to materials development and teaching in at least two of the three taught years, responding to student activities with eg detailed feedback on forum postings, normally every two to three weeks, maintaining a presence at study weekends, e.g. welcoming year one group to their first weekend, being available for individual discussion and consultation as required.
6.	Student advisor to all years of the EdD, on academic and pastoral issues as well as progression, and suspension of studies when appropriate.
7.	Maintain online contact and communication with students, (including email and Skype consultation), making announcements in the online common room, e.g. on graduations, programme dates.
8.	Receive and address student concerns and queries.
9.	Assessment: ensure detailed feedback is provided to all assignments, manage resubmissions and their assessment.

\* NB: in this context, 'reporting' does not mean line management. Instead, it has the same meaning as School Directors of Learning and Teaching reporting to College Deans of Learning and Teaching

10.	Monitor student progression and annual progress reviews of all dissertation students, following up where necessary to check that deadlines are met and intention to submit is applied for at appropriate dates.
11.	Lead management of online and digital resources, writing maintaining and updating learning resources, including annual update of courses on Moodle.
12.	Prepare and update programme leaflets in cooperation with the School's Communications and Engagement Group. Liaise on Open Day arrangements.
13.	Collaborate with RTG Leaders to ensure availability of staff to students throughout the calendar year.
14.	Liaise with Programme Administrator, including on reviewing and monitoring applications, registration, study weekend organization, expenditure, examination of courses and dissertations, organization of examination and programme boards.
15.	Ensure appointment of external examiner and liaise with external examiner about the examination process and participation of the examiner at examination boards, ensuring that recommendations of the external examiner are implemented.
16.	Ensure that student evaluations are received, reviewed and responded to.
17.	Annual monitoring: convene programme board and prepare Annual Monitoring Report. Contribute to Periodic Subject Reviews.
18.	Liaise with the School's Online Steering Group and the School's Online Lead, particularly on Moodle updates and functionality.
19.	Liaise with the University Library, especially the College of Social Sciences Librarian, about availability and updating of online resources, digitization, journal subscriptions, ordering of eBooks, advice and support for students on conducting searches.
20.	Represent and perform the role of Director of PGR when s/he is off campus or otherwise unavailable, as required.
21.	Undertake other duties as required by the Head of School.