

Director of Education & Programme Director, Warwick Global Academy

JOB DESCRIPTION AND PERSON SPECIFICATION

NB: the below details should be copied from the evaluated role description. Please adhere to any specified field and character limitations.

Job Description

Job purpose (a brief summary of the role)	To provide senior academic leadership for Warwick Global Academy's overall education and academic strategy and to direct one or more programmes or programme portfolios as required. The role carries senior responsibility for ensuring strategic coherence, academic quality, programme development and consistency of student experience across WGA's full provision, working closely with other Programme Directors to maintain alignment across programme areas. To work collaboratively with the other Programme Directors, including those leading the International Foundation Programme onshore and offshore, and In-sessional, Pre-sessional and short courses, to ensure that all programme areas are strategically aligned, academically robust and able to adapt as provision develops, including future growth in areas such as summer school and pre-summer school activity. This senior post leads, manages and co-ordinates the department's learning and teaching strategies and provision, working closely with the Academic Services Team, Professional Services teams and academics with leadership roles to support academic governance, quality assurance and enhancement, policy implementation, curriculum development, partnership-based delivery and programme growth. The postholder will contribute as a member of the Departmental Executive Group, supporting strategic planning, risk management, resource decisions and cross-departmental leadership. The role will also direct one or more programmes or programme portfolios, with responsibilities that may include on-campus, online, blended and offshore delivery. Programme responsibilities may change over time to reflect WGA priorities, emerging opportunities and areas of growth, and the postholder will work across programme boundaries with other Programme Directors to maintain coherence, flexibility and strategic oversight. WGA operates in a dynamic and evolving context, and the postholder will be expected to provide flexible, resilient and forward-looking leadership as priorities, programmes, partnerships and delivery models continue to develop. As an Associate Professor (teaching focused) the role holder will also undertake some teaching.
Duties and responsibilities	• To define, develop and lead implementation of Warwick Global Academy's education and academic strategy, ensuring it contributes to WGA's 5-year strategic plan and annual ARC planning, and provides a coherent framework for all programme areas. • To work with other Programme Directors to monitor and ensure programme/course level learning and teaching practices and procedures align with WGA's education strategy and are underpinned by clearly articulated values and behaviours, measured through a suite of meaningful and stretching performance indicators and targets. • To cultivate a culture of measurable continuous improvement and innovation. • To lead effectively in a continually evolving departmental environment, anticipating change, managing ambiguity, supporting colleagues through transition and ensuring that emerging priorities are translated into coherent plans, delivery models and ways of working. • To lead on the development of high quality, innovative, research-informed and consistent learning and teaching practices across the department.

	• To undertake teaching on WGA programmes as required, maintaining a visible and credible contribution to classroom-based, online or blended delivery and modelling excellent learning and teaching practice. • To plan and deliver high quality teaching sessions that are inclusive, engaging, well structured and appropriately challenging for international students, adapting content and delivery to student needs and educational backgrounds, using evidence-informed pedagogy and effective assessment for learning, and supporting WGA colleagues to develop and deliver teaching of a similarly high quality. • To evaluate and enhance their own teaching practice through student feedback, peer review, reflective practice and engagement with professional development, contributing insights to the wider improvement of teaching quality across WGA. • To oversee, in collaboration with other Programme Directors and relevant colleagues, the review of academic programmes and attainment and the identification of areas of strength and strategies to address areas for improvement. • To oversee effective alignment of educational monitoring activities, informing both quality assurance activity and policy development with due reference to external and internal accountability requirements and Warwick's ambitions of excellence. • To work with the Head of Department/Director, Executive Group and other Programme Directors to identify new programmes and areas of growth for WGA and then to lead, direct and influence the development and implementation of new educational initiatives, courses or programmes of study in support of strategic interests and agreed growth areas in collaboration with internal and external stakeholders. • To provide academic leadership for the development, approval, implementation and ongoing enhancement of offshore and transnational education provision, ensuring that curriculum design, pedagogy, assessment, quality assurance and student experience are consistent with Warwick standards across delivery locations. • To work with internal colleagues and external partners to shape partnership-based delivery models, staffing arrangements, academic oversight mechanisms, progression pathways, risk mitigations and governance processes for offshore provision as it develops and scales. • To develop strong working relationships with other Warwick departments and colleagues (including external to the University) to support the identification and development of collaborative opportunities, identifying areas of growth and changes in provision. • To benchmark provision appropriately within the UK sector and internationally as relevant, ensuring that the Department is able to proactively plan for changes in the national quality and education policy landscape. • To develop and maintain an active external network, to ensure best practice is identified and that the department has an active voice in relevant associations and fora across the range of issues relevant to the department. • To work with the Head of Department/Director, Director of Operations, other Programme Directors and relevant colleagues to identify areas of risk and develop business continuity plans. • To deputise for the Head of Department/Director or Deputy Head, as required, which may include chairing the Education committee and ensuring efficient and effective procedures (including as required sub-committees) are in place to manage the work of the committee. • To be an active participant on the Departmental Executive Group, contributing to strategic decision-making, business planning, resource prioritisation, risk management and the delivery of departmental objectives, while working with the Head of Department/Director, other Programme Directors and colleagues to ensure synergies
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	and efficiencies are realised across programme areas and that WGA delivers cost-effective and impactful learning experiences. • To ensure relevant, timely and accurate information on tracking and monitoring student progression, from both an academic and pastoral perspective, is shared with the Departmental Executive Group. • To oversee departmental compliance/alignment with all relevant University policies and/or internal/external regulations pertaining to learning and teaching; monitor relevant competitor/sector practices to ensure the department is compliant and operating in line with best practice. • To be responsible for keeping up to date with the University's Education, Policy & Quality Department (EPQ), advising the Departmental Executive Group of changes that impact WGA policies and practices. • Work with the Operations Director, Head of Department/Director and relevant colleagues to support effective Human Resources practices pertaining to academic staff across the department, including the recruitment, selection and induction of new staff; performance and talent management; disciplinary issues and staff development. • To collaborate with relevant colleagues and the Executive to regularly evaluate the size, shape and cost structure of programmes and courses within WGA to ensure maximum value-for-money and impact is achieved. • To oversee and monitor policies and practices to ensure a high quality, inclusive, rigorous and consistent application of Education policy and practices across the student lifecycle, including pre-arrival, progression, appeal and completion stages. • To have overall accountability for planning, delivering and implementing externally imposed activities e.g., Teaching Excellence Framework, Athena Swan Award, compliance with relevant Professional, Statutory and Regulatory Bodies. • To take a lead role in creating and sustaining a motivated, resilient and high-performing academic team culture, working collaboratively with the Head of Department/Director, Executive Group, Programme Directors and relevant line managers to ensure high quality, effective output, programmes and projects. • To lead one or more programme areas or portfolios as determined by WGA priorities, ensuring integrated planning across curriculum, staffing, student experience, admissions, progression, quality assurance, finance and operational delivery, and enabling programme responsibilities to flex as provision develops. • To provide leadership and oversight for the student experience, including both academic and wider curricular activities, working with relevant specialist leads and line managers as appropriate. • Contributing to the promotion of a culture that is empowering, inclusive, safe, and welcoming where all staff are treated with dignity and respect. • Any other duties commensurate with the level of responsibility as determined by the Head of Department/Director (for instance, deputising at appropriate fora, undertaking investigations into student complaints, leading working groups).

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation. Enter (a), (b), (c) or (d) alongside each selection criterion in the 'Measured by' column.

Please note that there is a limit of 15 essential criteria and 5 desirable criteria.

Essential Criterion No.	Essential Criterion Description (255 characters max)	Measured by
E1	First degree and postgraduate qualification in relevant discipline. Recognised Teaching Qualification (ITE) and qualified teacher status (QTS).	A
E2	A comprehensive understanding of Higher and Further Education, including the specific learning and pastoral requirements of overseas students.	A,C & D
E3	Direct experience of high-quality classroom teaching with international learners, including non-native speakers, and experience of supporting colleagues teaching on international pathway programmes.	A,C & D
E4	Ability to lead and motivate others to achieve agreed objectives with experience of translating and disseminating strategic goals to stakeholders regarding teaching and learning.	A,C & D
E5	Extensive understanding and experience of deploying and meeting academic quality assurance objectives and formulating related action plans for areas of development.	A,C & D
E6	Excellent interpersonal skills and a proven ability to create and maintain effective professional relationships with internal and external stakeholders.	A,C & D
E7	Evidence of excellent teaching practice, including inclusive session design, effective classroom delivery, student engagement and use of assessment and feedback to support learning.	A,C & D
E8	Evidence of taking a proactive and creative approach to developing opportunities for innovation and enhancement of teaching and learning.	A,C & D
E9	An understanding of the need for effective and robust academic governance mechanisms and an ability to enable such processes to be deployed appropriately.	A,C & D
E10	Excellent interpersonal, communication and presentation skills and experience deploying such skills to meet the specific demands of the intended audience.	A,C & D
E11	Proven ability to lead confidently in a complex and evolving environment, applying creative solutions, managing ambiguity and supporting others through sustained organisational, programme or partnership change.	A,C & D
E12	Experience of supporting and developing staff and creating effective strategies to enable their continuous professional development that enables an outstanding student experience.	A,C & D
E13	Experience of assuring, monitoring, evaluating and enhancing the provision of taught programmes to the highest possible standards.	A,C & D
E14	Experience of teaching and leading delivery of international pathway, preparatory or English language provision, e.g. IFP, Pre-Master's, pre-sessional, in-sessional or short courses.	A,C & D
E15	Evidenced experience and knowledge of offshore, transnational or partnership-based education, including academic standards, quality assurance, partner engagement and cross-location student experience.	A,C & D
Desirable Criterion No.	Desirable Criterion Description (255 characters max)	Measured by
D1	Experience of student mobility and/or establishing and/or leading Summer Schools and/or short courses.	A,C & D