Role Title: Module Leader

Purpose of the role:
Module Leaders work as a tutor on a module and co-ordinate delivery across the module tutor team in line with the role descriptor taking responsibility for ensuring the module is delivered to plan, on schedule and to the required quality enabling students to be effective learners. This includes fully undertaking the role and responsibilities described for a Module Tutor.

Key Duties:

Preparation (Pre Module start)

- Working with the Associate Tutor Manager in identifying and selecting the Associate Tutors who will work on the delivery of the module; ensuring sign off from the relevant Head of Faculty for the use of Associate Tutors
- Providing an initial webinar for the Module Tutor team to brief them on the module and how the teaching will be organised
- Providing induction and act as mentor for new tutors working on the module
- Providing a key point of contact for guidance for all Module Tutors to ensure that student needs and expectations are met
- Attending a briefing with Module Developer (if no previous experience with this module)
- Setting all assessments for the module – this includes setting of the examination and coursework together with the weighted assessment criteria for assignments, outline answers that reflect the level of study and depth of answer required and marking guides that match criteria where applicable; mapping assessment to learning outcomes
- Meet prescribed timescales in accordance with the quality assurance processes of UCEM; this includes attendance at assessment scrutiny boards (such as Examination Scrutiny Boards).

Module Delivery

- Leading other tutors working on the module
- Leading delivery of synchronous and asynchronous activity but with support from Module Tutors (to include monitoring response times from Tutors on VLE forums)
- Ensuring at least 10 synchronous activities (e.g. webinars) per module. These would include: welcome from ML, ‘check-in’, assessment briefing and maximising success as per UCEM published guidelines. Guidance should also be provided to students on reflecting on their feedback and how to feed forward learning to other assessments
- Ensure that alternative arrangements are in place in the event of any tutor not being able to deliver their allocated teaching
- Notify student engagement problems to the Programme Leader for action
- Responding to student feedback, complaints, and queries in relation to the module (working in conjunction with the Programme Leader/s).

Module Marking

- Moderating all marking undertaken by Module Tutors on the module, this will involve, script sampling, mark adjustment and application of moderation protocols and reporting thereon, and attendance at relevant Module Boards and Progression and Award Boards
- Carrying out appropriate moderation procedures and processes on other modules as allocated by the Head of Faculty and/or Programme Leader
- Providing additional further feedback when required by students
Module Content & Review

- Designing, authoring, reviewing, updating and enhancement of module study materials in various media formats (which include but are not limited to text, PowerPoint, video, podcasts and audio files)
- Liaison with Programme Leaders to maintain and enhance the quality of delivery and an engaging student learning experience.

Evaluation

- Be responsible for the evaluation of the module in line with UCEM requirements.
- Liaison with students to gather feedback on the running of the module.
- Complete and submit module review at the end of a module, in the prescribed format and within the timescales required.
- Attending formal module review meetings in accordance with UCEM annual monitoring protocols and report upon
  - Student satisfaction against the key performance indicators (KPIs) set
  - Student progression and retention against KPIs set
- Any actions required for improvement of the student experience or against KPIs
- Evaluating the performance and effectiveness of the tutorial team involved in the module delivery
- Raise any significant problems or concerns regarding the module with the Programme Leader

Miscellaneous/Other duties

- Liaison with the Programme Leader and the Academic Development Officer to develop and upskill the module tutor team as required
- Answering queries about the module and its operation to student services and other internal teams
- Undertaking continuing professional development (CPD) and staff development activities in agreement with, and as directed by, line manager, to maintain and enhance professional experience and commitment to subject specific and teaching skills development; attendance at a minimum of one UCEM Academic Development Programme session per semester is compulsory
- Undertaking research or contributing to collaborative projects as directed and agreed with line manager
- Chairing or attending meetings as directed by line manager
- Other duties connected with institutional, programme or module requirements (e.g. membership of a deliberative committee) as allocated by the Head of Faculty and/or the Programme Leader

Role Title: Module Marker

Purpose of the role:

- To provide assessment support for the module delivery team, by marking coursework and examinations as required and provide feedback to students using UCEM standard processes, within the required timescales and to the required quality.
- In this role you will be responsible for the following:
  - Assessing coursework and examinations in accordance with the marking scheme provided by the module leader and in line with the current UCEM Tutor Engagement Model (i.e. marking of up to 30 assignments and up to 30 exam scripts or up to 60 assignments if the module does not have an exam) and providing feedback to the UCEM course team and external examiner on student performance
  - Providing constructive and motivational feedback to students on their marked coursework and examinations through the UCEM standard processes, within the required timeframe while meeting UCEM requirements
  - Second marking of dissertations and projects
• Gaining an understanding of the processes required for reporting suspected academic misconduct and acting appropriately thereon
• Acting as one of the key points of contact for a student and identifying individual student needs for additional support in liaison with the Disability and Special Needs Advisor and/or UCEM Student Services team as required
• Undertaking continuing professional development (CPD) and staff development activities in agreement with, and as directed by, line manager, to maintain and enhance professional experience and commitment to subject specific and teaching skills development;
• Attend a student ‘Assessment Briefing Webinar’ on the module led by Module Leader
• Other duties connected with the assessment of the module as allocated by the Programme Leader and/or Module Leader

Role Title: Module Tutor – (VLE and marking)

Key role: To work within the tutor team and with the Module Leader’s guidance, to provide an engaging student experience delivering the scheduled activities within the arranged timescale and to the required quality.

In this role you will be responsible for the following:
• Working together with other Module Tutors and the Module Leader to be a coherent Module Tutor Team for students
• Attending a Module Tutor Team webinar at start of the module led by the Module Leader
• Ensuring at least 10 synchronous activities (e.g. webinars) per module. These would need to include: welcome from ML, ‘check-in’, assessment briefing and maximising success as per UCEM published guidelines. Note: Module Leaders may suggest alternative synchronous engagements to meet their specific needs.
• Guidance should also be provided to students on reflecting on their feedback and how to feed forward learning to other assessments
• Supporting the Module Leader as requested in delivering webinars to students
• Providing a pivotal role in the maintenance of student motivation from the beginning to the end of the semester of study
• Providing a welcome and introduction to all students and for those new to UCEM, providing guidance on online and distance study
• Delivering proactive tuition support, through webinars and the virtual learning environment (VLE) at defined phases of the semester study session, as required in the module plan
• Ensuring VLE online profile is fully completed and up to date
• Regular monitoring of VLE forums to stimulate activity and engagement;
• Activating Moodle tools to monitor student activity, monitoring regularly and engage with students where there has been inactivity
• Regularly informing students of industry updates through VLE
• Monitoring of students to ensure progression and participation. Active intervention where progression and participation is low
• Interacting with the module learning materials to alert students to the key learning outcomes; concepts and activities for them to engage with in their learning
• Providing feedback to students in assessing their preparedness for each assessment task
• Assessing coursework and examinations in accordance with the marking scheme provided by the Module Leader and in line with the current UCEM Tutor Engagement Model (i.e. marking of up to 30 assignments and up to 30 exam scripts or up to 60 assignments if the module does not have an exam) and providing feedback to the UCEM course team and external examiner on student performance
Providing constructive and motivational feedback to students on their marked coursework and examinations through the UCEM standard processes, within the required timeframe while meeting UCEM requirements

- Supervision and marking of student dissertations and projects
- Gaining an understanding of the processes required for reporting suspected academic misconduct and acting appropriately thereon
- Acting as one of the key points of contact for a student and identifying individual student needs for additional support in liaison with the Disability and Special Needs Advisor and/or UCEM Student Services team as required
- Undertaking continuing professional development (CPD) and staff development activities in agreement with, and as directed by, line manager, to maintain and enhance professional experience and commitment to subject specific and teaching skills development; attendance at a minimum of one UCEM Academic Development Programme session per semester is compulsory
- Other duties connected with module delivery and assessment as allocated by the Head of Faculty and/or the Programme Leader

Role Title: Programme Leader

Purpose of the role:

Programme Leaders are responsible for providing key input to design, delivery, development and enhancement of programmes. The role includes ensuring programmes comply with quality and standards through validation events, programme monitoring, accreditation events and periodic reviews.

Key responsibilities are to support student recruitment, retention and success through ensuring a positive learner experience.

**Key Duties:**

**Preparation and Delivery**

- Ensuring at least 10 synchronous PL activities (e.g. webinars) per programme. These would include: welcome from PL and ‘check-in’ sessions on Academic Development, Personal Development or Professional Development & Professional Skills as per UCEM published guidelines.
- Working with the Head of Faculty and Head of Academic Operations in the identification of staffing needs and other resources necessary for the delivery of the programme of study
- Maintaining the programme area pages on the Moodle VLE site
- Where a member of staff is unavailable for teaching, whether this is planned or unplanned, liaising with the relevant Head of Faculty
- Engaging in the selection of student representatives for the programme
- Maintaining regular engagement with students and student representatives to gather feedback on the running of the programme and respond to any issues promptly
- Acting as a key point of contact of guidance for UCEM student facing teams on the maintenance of programme information for students

**Product Development, Recruitment, Retention and Success**

- Working with the Head of Faculty in developing the initial business case for proposed new programmes and to champion the case through to the commencement of programme development
- Providing leadership to programme validation and professional accreditation events and programme monitoring and periodic review
- Proactive engagement with industry and its representatives to enhance the profile and marketability of the programme
- Working with the Head of Faculty and the Business Development and Marketing teams to publicise programmes and recruit students to develop and grow student numbers on the programme
- Responding to enquiries from applicants and prospective students who wish to join the programme
- Liaison with Head of Faculty on KPIs
Monitoring of student progress - taking steps to increase student retention, progression and achievement for the programme

- Responding to student feedback, complaints, and queries in relation to the programme working in conjunction with the Operations Manager

**Evaluation, Quality Assurance and Enhancement**

- Being responsible for the evaluation of the programme in line with UCEM requirements
- Ensuring that all of aspects of the programme comply with UCEM quality and standards. This includes monitoring, maintaining and enhancing quality standards on the programme which will involve:
  - Recommendation of individuals for appointment as external examiners and making contact
  - Responding to external examiner reports and supplying an action plan for improvement and implementation where necessary, liaising with the Head of Quality Assurance and the relevant Head of Faculty when appropriate
  - Taking any other actions necessary to maintain and enhance the quality of the programme
  - Preparing and producing the annual programme monitoring report for presentation to the relevant Board of Studies
- Liaison with Module Leaders to maintain and enhance the quality of delivery and the student learning experience (including currency and relevance of the curriculum and availability of learning resources)

**Miscellaneous/Other Duties**

- Chairing and convening the programme review meetings, arranging regular student representative consultation sessions and other committees as directed by line manager
- Attending committee and other meetings as directed by line manager (e.g. Examination Scrutiny Boards, a deliberative committee, Progression and Award Boards)
- Undertaking continuing professional development (CPD) and staff development activities in agreement with, and as directed by, line manager, to maintain and enhance professional experience and commitment to subject specific and teaching skills development;
- Undertaking research or contributing to collaborative projects as directed and agreed with line manager
- Chairing or attending meetings as directed by line manager
- Other duties connected with the programme and its operation as allocated by the Head of Faculty