JOB DESCRIPTION

Job Title: Module Lead (Greenwich Online)

Grade: AC2

Department: Vice Chancellor's Office

Responsible to: Programme Lead (Greenwich Online)

Responsible for: Module Tutors

Key Contacts: Programme Lead (Greenwich Online), Module Tutors, Academic Lead (Greenwich Online), Student and Academic Services, Library Services, Employability Service, Learning Designers, Production Manager, Learning Resource Designers, Digital Interns, Operations Manager, Associate Director of Greenwich Online.

Standard Occupational Classification (SoC code):

Non-Contractual Nature of Role Profile: This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

PURPOSE OF ROLE
The University of Greenwich has an ambitious strategy to 2030 entitled This is Our Time. An important priority within the strategy is to establish an excellent online learning provision, establishing new innovative programmes along with supporting existing provision to develop further.

Module Leaders play a vital role in the University, taking responsibility for designing and delivering high quality modules, aligned with the wider programme aims and practices.

You will have an in-depth view of the module and the experience of students on it and understand how this contributes to the overall programme experience.

Initially the focus of the role will be on development; working in partnership with Learning and Resource Designers to storyboard and structure the module. Once planned, you will create the learning materials and activities required for the curriculum, ensuring the online module remains current and meets student expectations.

When launched you will be responsible for ensuring the success of students undertaking your module as well as liaising with Module Tutors and staff across the University to support continuation. A key member of

the online programme team, you will be expected to support other Module Leaders at key points in the academic calendar, such as assessment periods.

This role requires you to be a motivational leader for your students and for your colleagues, and to be an effective manager of the quality processes which ensure the integrity of the provision.

KEY ACCOUNTABILITIES
Leadership and Management:
- Lead in development of module aligned to the wider programme.
- Lead on creating and updating module materials, including the handbook.
- Contribute to sharing practice and reviewing the health of the programme and the component modules.
- Manage the resources allocated for the delivery of the module.
- Provide guidance to new members of staff joining the module team.
- Assist in maintaining accurate student records.

Module design and currency, pedagogic design and delivery:

- In partnership with Learning Designers collaborate on overall module design and weekly outline.
- Promote and implement effective pedagogic practices through the module.
- Create module resources and learning activities for weekly structure.
- Work with the Programme Lead and other Module Leads to ensure programme coherence and accessibility for students.
- Contribute to programme team activities for maintaining the programme and component module currency, working in alignment with Faculty and University strategic aims.
- Liaise with Library Services and other parties regarding necessary learning resources.
- Contribute to a programme-wide approach to assessment and feedback, in line with the University's Assessment and Feedback Policy.
- Organise the preparation of assessments, working with the Administration team to ensure this is carried out in line with university policy.
- Work with the Programme Lead to agree submission dates and ensure a manageable assessment schedule for students.
- Oversee the collection, distribution and marking of assessment materials and ensure that work is moderated in line with University policy.

- Ensure that students receive marks and developmental feedback in line with the University's Assessment and Feedback Policy.
- Attend relevant internal moderation meetings, Subject Assessment Panels (SAPs), pre-Progression and Award Board meetings (pre-PABs) and Progression and Award Boards (PABs).

Student induction, engagement and continuation:
- Contribute to marketing and recruitment activities.
- Ensure students have current information about the organisation, content, assessment and delivery of the module.
- Co-ordinate academic support for students taking the module, including alignment with Academic Tutors (Greenwich Tutoring Framework).
- Keep up to date with processes around the academic wellbeing of students including Extenuating Circumstances, Interrupting Studies and Academic Appeals, according to the University's regulations.
- Liaise with the university's Academic and Digital Skills, Employability Service and Student Wellbeing teams to embed skills development opportunities into the module; ensure students are signposted to additional development opportunities supporting personalised learning.
- Monitor student progression and success across the module and ensure Greenwich Inclusion Plans (GIPs) are implemented consistently.
- Be proactive in working with student representatives and the wider cohort to inform opportunities and activities to enhance their experience, for example through staff-student committees (student voice) and through collaboration on enhancement projects (student partnership).

Quality Assurance and Enhancement:
- Proactively seek student feedback and act on this to inform module developments, closing the feedback loop.
- Take a continuous enhancement approach to module delivery, embedding effective inclusive practices, and responding to performance indicators including student evaluations, pass rates and attainment.
- Working in alignment with School, Faculty and University Plans, contribute to programme team activities which monitor and respond to key metrics including: the BAME Awarding Gap, National Student

Survey, Postgraduate Taught Experience Survey (PTES), continuation and graduate outcomes.

- Prepare for the Subject Assessment Panel and Progression and Award Board, ensuring marks have been entered on schedule and being ready to present these at the meeting.
- Work with the Programme Lead to respond to feedback from External Examiners and relevant Professional and Statutory Regulatory Bodies, contributing to any necessary changes.
- Contribute to work on the programme and curriculum design, including modifying or revalidating a programme.
- Contribute to Programme Committees Meetings (PCMs) and other meetings, as appropriate.
- Brief students on the purpose and use of module evaluation (Evasys).
- Ensure any suggested modifications to modules are brought to the attention of the Programme Lead, support work to address opportunities for enhancement, and contribute to sustaining student engagement through closing the feedback loop.
- Support the promotion of Postgraduate Taught Experience Survey (PTES) and university student feedback surveys to students.
- Support the Programme Lead and Academic Lead to support the Annual Programme Monitoring process, providing module-level data and analysis.

Generic:
- Work effectively and collaboratively with colleagues across academic and professional services to support all learners, enhancing the student experience.
- Proactively support adoption and use of learning technologies and digital tools as and when required.
- Work with other academics and the administrative team to deliver excellent student care to support student success and employability.
- Contribute to the general academic administrative work of the Faculty and Greenwich Online.

Managing Self:
- To engage in continuous personal and professional development activities in the areas of subject expertise and online education.
- Motivated to deliver to high standards, working independently and with others.
- To be able to work proactively and to deadlines.
- Excellent attention to detail.

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the University's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Key Relationships (Internal and External):

Students, Programme Lead (Online), Module Leads, Academic Lead (Online), Learning Designers, Associate Deans (Student Success), Associate Heads of School (Student Success), other Academic and Professional Services colleagues.

Additional Requirements:

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that Greenwich Online delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- Module level student feedback, student continuation and student outcomes.
- University level KPIs including PTES, BAME Awarding Gap, Graduate Outcomes.

Other Performance Indicators will be established in consultation with the Programme Lead (Online) as part of the annual Appraisal and Professional Development Review and with due regard to the University's KPIs.

PERSON SPECIFICATION

EXPERIENCE:
Essential Criteria
- Extensive knowledge and experience of related field of education.
- Delivery and /or leading at undergraduate and/or postgraduate level in related field.
- Experience of designing modules in alignment with subject benchmarks, university priority themes and expectations, and external partner requirements, e.g. employers and accrediting bodies.
- Knowledge of quality assurance and enhancement, as well as academic standards requirements and experience of working to these expectations.
- Experience of mentoring, sharing practice or supporting the training and development of colleagues.

Desirable Criteria
- Experienced in module design or redesign and/or programme level design and validation from conception to implementation.
- Experience in design and/or delivery of fully online education.
- Have led module or wider programme enhancement projects and initiatives which have impacted positively on students.
- Experienced in implementing education or student success strategies and policies.

SKILLS:
Essential Criteria
- Excellent communication skills with staff and students.
- Ability to motivate and influence colleagues.
- Evidence of achieving and sustaining excellent teaching practices.
- Well organised, self-motivated, able to prioritise under pressure and manage a wide and varied workload for self and team.
- Strong decision-making skills, able to assess information accurately and effectively and take ownership of results.
- Well-developed project management skills and ability to use innovation and creativity to solve complex problems.

Desirable Criteria
- Knowledgeable around key policy issues at institutional, national and sector wide levels.
- Experience creating and managing courses through Moodle or other Virtual Learning Environment.

QUALIFICATIONS:
Essential Criteria
- Degree in relevant subject area.

Desirable Criteria

- Educated to master's level in relevant subject area.
- Recognised teaching qualification (PGCHE or equivalent).
- Doctorate in relevant subject area.
- Advance, HE Fellowship.

PERSONAL ATTRIBUTES:
Essential Criteria

- Enthusiastic about online learning and widening access to education.
- We are looking for people who can help us deliver the values of the University of Greenwich: Inclusive, Collaborative and Impactful.