

Mapping of Programme Leader roles in IOE EASE Academic Framework and IOE Prog Leader Job Description

Notes

- IOE EASE framework refers to P/L & Academic Programme Team (APT). Who APT are is not specified so not clear how much / what includes APO staff. Seems likely that lot of the listed tasks listed for APT will fall to either the P/L or another member of academic staff.
- This Prog has P/L and DPL role descriptions which combined make 0.7 FTE . DPL in Green
- Text in Red is in PL job description but not EASE Framework

IOE EASE Framework	IOE BA Prog Leader (0.5) / Deputy P/L (0.2) Job Description
<p>Recruitment /Admissions/ Induction</p> <ul style="list-style-type: none"> • Prog leader • Devising and leading recruitment plans • Monitoring admissions data regularly and discuss any concerns with their AHLT, Head of Department and the Director of Education • Confirming offer/rejection templates with Admissions each cycle • Responding to enquiries from applicants • Where a programme/module is open to affiliate students, thinking about space on the programme/module and eligibility. <p>Academic Programme Teams are responsible for:</p> <ul style="list-style-type: none"> • Reviewing applications for academic suitability • Confirming offer/rejection templates and interview dates with Admissions • Turning applications around quickly within Admissions timeframes • Staffing and running interviews (especially for ITE) • Ensuring there are enough interview dates, scheduled at appropriate times in the year, to meet all applicants in a timely manner • Staffing interviews and checking applicant suitability in line with the ITE Suitability and Safeguarding Policy. 	<ul style="list-style-type: none"> • Work with the programme leads for Admissions, Inclusion and Marketing and the IOE/UCL marketing and admissions teams to oversee student recruitment, marketing, student intake targets and outreach with prospective students and alumni <ul style="list-style-type: none"> o Work with the programme leaders to design and deliver inductions

<ul style="list-style-type: none"> • Devising "keep warm" communications or conversion events for offer holders • Where Admissions do not provide support for a programme's applications (such as the DEdPsy), the academic programme team are accountable for the admissions process for their programme, including in-programme selection processes. • For those CCM programmes which require a portfolio to be submitted as part of the application, reviewing and evaluating these submissions, to ensure consistency, etc. and to advise Admissions on the strength of the portfolio. <p>Academic Programme teams are responsible for:</p> <ul style="list-style-type: none"> • Planning programme inductions with APO staff • Ensuring students meet key staff, understand modules/timetables, and feel connected 	
<p>Rooms and scheduling of meetings</p> <ul style="list-style-type: none"> • Filling out timetabling templates, ensuring the data is accurate • Submitting any late change requests to the AHLT and Faculty Tutor for approval, in line with the Late Change Request Process in the IOE Timetabling Policy • Where a venue is required for an assessment (exams and/or presentations), ensuring that this information is included in the timetabling requirements. <p>Academic Programme Teams are responsible for:</p> <ul style="list-style-type: none"> • Allocating lecturers to teaching sessions and confirming their availability • Completing timetabling templates by deadlines 	<ul style="list-style-type: none"> • Work collaboratively to support the programme administration team on curriculum data management, timetabling, module choices, exam board processes and student communication and support

<ul style="list-style-type: none"> • Informing the Education Administrator of any changes to staffing or room requirements • Submitting requests for assessment venues during data collection • Requesting rooms during the Timetabling Data Collection exercise 	
<p>Programme design & delivery</p> <ul style="list-style-type: none"> • Benchmarking the programme against market needs and student feedback • Creating the Programme Handbook and programme-level Moodle page • Updating the content of the prospectus and Study webpages and ensure the information is accurate • Overseeing overall programme design, reflecting UCL/IOE teaching priorities • Ensuring fair allocation of Personal Academic Tutors • Ensuring assessments across the programme are planned before the start of the academic year and compliant with regulations and guidance. There should be a diversity of assessment methods, and the assessment due dates should not be tightly clustered. As part of this planning, deadlines should be set, room requests submitted (if needed), and teaching and marking allocation finalised, supported by Module Leaders • Managing professional accreditation where required • Monitoring overall student performance 	<ul style="list-style-type: none"> • Lead on the review and development of the degree’s curriculum, ensuring coherence between modules and an appropriate and sustainable amount of core and optional modules across the three years. • Work with module leaders to deliver programme and module goals and ensure degree practices are in line with programme, UCL Regulations and Faculty-level agreed modes of working. • Lead on review and development of programme-specific policies and practices that emerge from staff and student feedback and Higher Education research and scholarship • Lead on supporting Module Leaders to engage in continuous module development and support implementation of appropriate changes to curriculum, assessment or teaching practice • Teach at least one (2) module on the XXXXXX programme
<p>Quality & Governance</p> <ul style="list-style-type: none"> • The professional accreditation of a programme (where needed) Leading and supervising the academic staff (including other external 	<ul style="list-style-type: none"> • Lead on, with support from the Deputy Programme Leader, on staffing, staff career development and timetabling

<p>professional teaching staff, such as Qualified External Psychologists) who teach on and support the programme, including ensuring that they are up to date with teaching and learning developments and UCL policies. This includes supervising Postgraduate Teaching Assistants (PGTAs) who teach or mark assessments across the programme.</p> <ul style="list-style-type: none"> • Ensuring that the overall design of the programme reflects UCL and IOE's teaching and learning priorities and ethos. • Leading programme reviews with input from the whole Programme Team and undertaken in accordance with UCL regulations. • Responding to student feedback and External Examiner reports • Confirming the programme diet during Curriculum Data Maintenance • Nominating External Examiners and ensure that an eligibility check has been made • Staying in regular contact with External Examiners • Recruiting, managing, staying in regular contact and meeting regularly with Course Representatives 	<ul style="list-style-type: none"> • Work with the programme lead for PGTA Support and Management to plan recruitment, training and line management of Postgraduate Teaching Assistants (PGTAs) • Lead on review of, and student engagement with, annual NSS, and other UCL annual surveys <ul style="list-style-type: none"> o Be the point person for the annual NSS, and other UCL annual surveys o Organise and lead on annual schedule of meetings and agendas for programme team meetings and BA senior leadership team meetings o Support the Programme Leader with planning staffing, staff career development and timetabling o Work with the Programme Leader and Teaching & Assessment Lead to ensure module leaders are adequately supported
<p>Supporting AHLT in the role of Exam Board Chair, the programme leader is responsible for:</p> <ul style="list-style-type: none"> • Agreeing dates of Sub, Interim and Main Board of Examiners meetings • with the Internal and External Examiner/s with plenty of advance notice • Reviewing and updating the membership lists and confirming the agenda • Ensuring that Internal and Assistant Internal Examiners are properly inducted and briefed about the responsibilities expected of them and about the programme(s) which they are appointed to examine 	<ul style="list-style-type: none"> • Work collaboratively to support the programme administration team on curriculum data management, timetabling, module choices, exam board processes and student communication and support • Work with the programme Teaching and Learning Lead to ensure a continual review of assessment practices on the degree, and promoting pedagogical innovation in line with UCL's Connected Curriculum. <ul style="list-style-type: none"> o Support the running of the exam board and chair Academic Misconduct Panels

<ul style="list-style-type: none"> ● Ensuring that newly appointed External Examiners, and particularly those with limited or no previous experience as an External Examiner, are fully inducted into UCL's assessment regulations and procedures ● Ensuring that External Examiners approve all summative assessment tasks and then making sure the programme team act on advice received <p>Academic Programme Teams are responsible for:</p> <ul style="list-style-type: none"> ● Attending Board of Examiners meetings as examiners ● Reviewing all student marks before Exam Board meetings ● Contributing to Departmental Education Plans and Internal Quality Reviews ● Ensuring External Examiner recommendations are implemented ● Preparing for any IQR visits ● Creating risk assessments when they are needed for any on-campus activities, or field trips/visits taking place off campus which form part of university provision, completing the RiskNET risk assessment form. 	
<p>Student Support & Casework</p> <p>The programme leader is responsible for:</p> <ul style="list-style-type: none"> ● Supporting students through interruption, withdrawal, and return-to-study processes ● Responding to student complaints and appeals in a timely manner ● Ensuring students at risk of falling behind are identified early ● Where programmes make use of external speakers and guest lecturers, completing Right to Work checks and the requisite forms 	<ul style="list-style-type: none"> ● Work with the programme lead of Student Experience to support student belonging, career development and development of an inclusive and vibrant learning community ● Work with the Deputy Programme Leader to ensure students' views are facilitated, students work in partnership with staff on programme development issues, and where issues arise that a sensitive and open approach is taken to resolve them.

in advance of these events, in line with UCL's HR procedures, before submission to HR for the payment to be processed.

Attendance & Engagement

Academic Programme Teams are responsible for:

- Encouraging students to use card readers or alternative attendance methods
- At Stage 1, ensuring Personal Academic Tutors follow up with non-attending students.

Student Support

Academic Programme Teams are responsible for:

- Referring concerned students to the Student Triage and Referral Tool or SSWS
- Completing Student of Concern Forms for welfare worries
- Implementing Reasonable Academic Adjustments (Tier 1 & 2)
- Checking Portico regularly for new RAA submissions
- Where there are concerns about a student teacher's fitness to practise, or a possible need to terminate their placement, bringing this to the attention of the Head of ITE.

Academic Programme Teams are responsible for:

- Incorporating Mentimeter in asynchronous and synchronous environments, and using this tool for collecting data as part of Continuous Module Dialogue (CMD).
- Promoting student surveys to their cohorts
- Creating a community and sense of belonging for all students
- Referring students to the Peer Supporter Scheme where applicable

- Work with the BA senior leadership team to oversee student welfare cases
- Work with programme lead for Study Abroad to ensure student needs are continually addressed, encouraging study abroad opportunities, and the integration of affiliate students
- Support the running of the exam board and chair Academic Misconduct Panels

<ul style="list-style-type: none"> Actively promoting the IOE Careers Festival. 	
<p>ITE Placements</p> <p>The ITE Programme leader is responsible for:</p> <ul style="list-style-type: none"> Finding and recruiting new placement providers <p>Attending escalation meetings when placement shortages arise in conjunction with the Education Manager and the Placements and Partnerships Coordinator, holding the overall risk for unplaced students</p>	
	<p>NOT included in EASE framework</p> <p>Lead on one of the annual special projects, determined to be priorities within the Programme Development Plan</p> <ul style="list-style-type: none"> Work closely with the senior leadership team to ensure they have an overview of all aspects of the programme administration and management Work with the Assistant Head of Teaching and Learning, and Head of Department to contribute and deliver on strategic faculty and department outcomes Oversee and support the BA senior leadership team and their areas of work (e.g. Deputy Programme Leader, Teaching and Learning Lead, Inclusion Lead, Student Experience Lead, Admissions Lead, Study Abroad Lead, PGTA Support and Management Lead) <p>(? Could these be considered as being under APT 'tasks</p>

