|  |
| --- |
|  **JOB DESCRIPTION**   |
| **JOB TITLE**  | Assistant Director of Studies |
| **REPORTING LINE**  | Academic Registrar |
| **KEY INTERNAL CONTACTS**  | Dean, Other Assistant Director of Studies, Deputy Head of School, Head of Wellbeing, Engagement Manager. |
| **KEY EXTERNAL CONTACTS**  | Directors of Study from other faculties, and other relevant department leads |
| **OVERALL JOB PURPOSE**  | To support the Academic Regisrar in the overall running of the Director of Studies Office. |
| **KEY RESPONSIBILITIES**  | **Student support:** * Provide advice to studies on progression and study plans
* Provide advice to studies on suspension and mitigation
* Investigate and feedback on student complaints
* Investigate and feedback on student appeals
* Liaise with the Wellbeing Team on individual cases

**Regulations and student progression:*** Make decisions on student progression based on the students’ profile of results
* Create student study plans based on the above decisions
* Advise staff on the how the regulations affect student progression

**Student Conduct:*** Conducting student disciplinaries
* Advising staff on issues in relation to classroom management
* Reviewing and making decisions on staff accusations of academic misconduct
* Conducting academic offence meetings with students
* Monitor and make decisions on non-engaged students

**Student experience*** Working on various projects related to improving the student experience, as and when the need arises.
 |
| **EDUCATIONAL REQUIREMENTS**  | **ESSENTIAL** * Education to at least Honours degree level or equivalent

 **DESIRABLE** * Honours degree in a subject area aligned to the UoBM academic portfolio
* Masters degree
* Teaching qualification
 |
| **EXPERIENCE** **REQUIREMENTS**  | **ESSENTIAL**  |
|  | * 3 years + experience of teaching in Higher Education
* Capability to develop a detailed understanding of the University’s academic regulations

 **DESIRABLE** * Experience of advising students
* Familiarity of UoBM degree courses
 |
| **KNOWLEDGE/SKILLS**  | **ESSENTIAL** * The ability to balance empathy and discipline in appropriate measure, depending on the circumstance
* Ability to engage positively with students who are experiencing difficult circumstances;
* Ability to remain calm in challenging situations;
* Excellent written and oral communication skills
* Good administrative and IT skills
* Professional and well organised, with excellent attention to detail and a flexible approach to work
* Ability to work effectively as an individual and as part of a team
* Student-centred approach, with enthusiasm for transformative higher education
* Ability to address priorities and meet deadlines
* Ability to work collaboratively with team members across the university to share information, make connections and improve the support we deliver
 |