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| **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 |