

Post Details		Last Updated 20/12/2019	
Faculty/Administrative/Service Department:	Faculty of Arts and Social Sciences Surrey Business School		
Job Title:	Principal Teaching Fellow		
Job Family & Job Level	Learning and Teaching	6	
Responsible to:	Head of Department or Faculty		
Responsible for:	Teaching staff in the Department or School. May supervise other staff.		
Job Summary and Purpose			
<p>To lead on learning and teaching activities at undergraduate and postgraduate level including the implementation of educational initiatives and activities within the Faculty and University that enhance programme delivery and the student experience.</p> <p>To lead in Faculty/Department management and administration of learning and teaching to ensure the excellence processes and procedures that are in line with University requirements.</p> <p>To lead on learning innovation and influence Faculty staff in the use of new and innovative learning environments in line with the Faculty/ University's teaching and learning strategy.</p>			
Main Responsibilities and Activities			
Teaching Innovation, Learning Environment, Delivery and Development			
<p>Provide academic leadership at Department, Faculty level and contribute to working groups and committees at university level in relation to the development and enhancement of teaching, learning and assessment.</p> <p>Lead innovation in curriculum development and design programmes that keep the Department/Faculty at the leading edge of the discipline. Take responsibility for the quality of curriculum development and programme designs.</p> <p>Lead the development of new approaches to course design, learning and teaching and assessment practice within the Department/School/University that may have had impact externally. Provide appropriate protocols for excellent feedback to students. Critically evaluate the impact of the assessment criteria.</p> <p>Deliver innovation that enhances the design and delivery of teaching and learning activities, methods, materials, assessment, and evaluation of impact on student learning, contributing to high quality undergraduate and postgraduate programmes. Lead on the development of successful teaching aids in the form of books, e-learning and the use of new technologies.</p> <p>Lead on the maintaining of quality and standards for the delivery of programmes.</p> <p>Provide a major contribution to postgraduate taught programmes where appropriate attracting students on a continuing basis, and successfully supervising them to completion of studies.</p> <p>Critical review of teaching and learning activities as directed by the Dean, e.g. improvement mechanisms following analysis of MEQ data.</p>			

Support students' learning and development through widening participation, outreach, induction, personal tutoring, professional training and accessibility to students seeking advice/information.

Normally participates in external examining and/or reviews/validation panels of teaching at other institutions.

Contribute at national and international level to the advancement pedagogical issues related to their subject specialism.

Esteem and Contributions

Produce high quality outputs in teaching and learning journals, professional practice journals, joint or sole authorship of books, text books, and conference proceedings which have influenced the practice of teaching or improved the student experience within the subject area.

Evidence of contribution to conferences, professional meetings and societies and other external activities.

Initiate and maintenance of links between the University and the Community, as well as national groups, organisations and businesses.

Instigate and encouraging innovation and engagement activity including the establishment of strategic links with industrial partners.

Identify opportunities for funding of pedagogic/professional practice research projects, project proposals and consultancy and successfully in generate income.

Where appropriate sustain and develop professional expertise and maintain requirements for registration with professional bodies.

Student pastoral care

Use pastoral care skills to support the sensitive needs issues and circumstances of students. Act as personal tutor and give first line support before referring students on to appropriate services.

Leadership and Administration

Lead on the effective incorporation of engagement and knowledge exchange into teaching and learning activities.

Contribute to the planning, governance and academic management within the School and/or University.

Evidence of influencing national bodies related to the development of learning and teaching.

Undertake and lead on the advice, supervision and guidance to peers and colleagues and direct support for their innovations within pedagogical/professional practice developments.

Person Specification

- Normally expected to possess a doctoral degree (relevant to the interests of the Faculty/Department).

- Hold a University or National Teaching and Learning Award.
- Will hold an HEA Senior Fellowship or equivalent.
- Outstanding qualities and achievements in scholarship, pedagogy or professional practice at a national/ international level which have made a significant contribution to the advancement of their subject.
- High quality pedagogical and/or professional practice publications.
- Evidence of leadership in scholarly or pedagogic activities, including postgraduate supervision.
- Evidence of sustained, innovative and high quality teaching at undergraduate/postgraduate level.
- Evidence of a publication record of internationally recognised textbooks or highly regarded teaching materials.
- Evidence of contributions to conferences, professional meetings and societies at an international level and evidence of achievements in other external activities at an international level.
- Evidence of External Examining.
- Evidence of National Committee membership.

Relationships and Contacts

- Accept invitations to serve on national and international bodies and governmental bodies.
- Take on roles that enable the University to meet its administrative needs.
- Liaise with existing and potential sponsors.
- Teaching and administrative duties are allocated by the Dean of Faculty.

Special Requirements

- The post holder is expected to work outside normal office hours as necessary.
- The post holder will be expected lead and contribute to programme development, refreshing and assessment activities throughout the academic year, including times when students are not on campus.

Executive Director Post Graduate Taught (MSc and MBA) Programmes

Role description

Surrey Business School is a growing business school with approximately 110 academic staff members, and a highly cohesive and collegial atmosphere. We are growing strongly, both in terms of our size, and in terms of the quality and impact of our work. We are accredited by AACSB (the Association to Advance Collegiate Schools of Business) and by AMBA (the Association of MBAs). Our particular strengths are in analytics, digital innovation and technological transformation, leadership, sustainability and social innovation.

The School has a thriving Postgraduate Taught (PGT) community consisting of 13 MSc programmes (many of which have work placements) as well as a full time and Executive MBA. The Executive Director of Post Graduate Taught (MSc and MBA) Programmes is a Professorial / Principal Teaching Fellow position responsible for both the strategic and operational aspects of the PGT portfolio. As such, s/he works closely with Programme Directors to ensure the appropriate evolution of the PGT portfolio programme content and quality, while also working alongside the Director of Learning & Teaching and Director of Internationalisation, among others. The role also has responsibility for - and will lead teams on an ad-hoc basis relating to - accreditation (notably with AACSB and AMBA). The role will report to the Dean of Surrey Business School.

Person specifications

1. Significant experience in programme design, development and delivery, in particular at postgraduate level (Essential)
2. Innovation in teaching and learning, and experience leading the implementation of that innovation
3. Exceptional strategic drive, systematic approach, and leadership skills (Essential)
4. A strong national and international network in the higher education sector in business/management, for example quality assurance agencies, scholarly and professional associations, accreditation bodies and other external measures of esteem (Desirable)
5. Success in managing key outcome metrics of relevance in a business school context (e.g., student satisfaction ratings, student progression and continuation, employability, internationalisation, etc.) (Desirable)
6. A strong understanding of digital and blended learning approaches and systems (Desirable)

Specific responsibilities

1. Managing the portfolio of Postgraduate programmes at Surrey Business School on a day-to-day basis to ensure an optimal student experience
2. Designing, championing and pursuing a strategic approach for the management of the Surrey Business School's PGT Portfolio, by coordinating Programme Directors and leading the review and revision of existing, and the development of new programmes, in cooperation with stakeholders from across the School, the Faculty and the University
3. Designing, championing and pursuing the PGT accreditation and ranking agenda
4. Devising and being accountable for relevant outcome metrics or KPIs, including the internationalisation of the curriculum
5. Driving the integration of new learning and teaching approaches into Postgraduate programmes
6. Working with students (e.g. through the student representative system) to ensure a regular flow of communication between staff and students
7. Liaising with stakeholders from outside the university, specifically employers and alumni in order to continuously enhance the Postgraduate programmes and overall student experience
8. Working with Student Recruitment Teams to devise and implement recruitment plans, including go-to-market strategy, market outreach, conversion activities, etc.