

# Deputy Centre Director

School:	ONCAMPUS	Posted:	23rd August 2019
	Coventry	Expires:	21st September
Location:	Coventry, West Midlands	Start Date:	2019 12:00 AM
Contract Term:	Permanent		As soon as possible
Salary:	TBC	Job ID:	1063025
Hours:	Full Time	Job Reference:	CEG 1343



## Job Overview-

This senior post will work closely with Centre Director on a day to day basis, supporting the Centre Leadership Team. The role has a specific focus on maintaining the highest quality learning environment and student outcomes for ONCAMPUS students to succeed ensuring the Centre is meeting its specific progression target to Coventry University. The post is accountable for the following areas: effective curriculum planning to ensure an efficient and balanced student and staff timetable, while delivering to budget; effective management of assessment processes to ensure quality processes are in place, maintained, reviewed and improved; close tracking of student performance and ensuring all students at risk are supported by the Learning & Teaching Team; close monitoring of student attendance and following up according to attendance policy; ensuring that all sponsor students are closely tracked for academic performance and attendance and communication to sponsors is timely; to lead on response to student behavioural issues according to the centre policy and escalate where necessary; the post holder will deputise for the Centre Director when required and cover Head of Learning and Teaching during periods of absence.

## Key Responsibilities-

- With the Senior Team, ensure that all aspects under QAA and OfS are followed and the Centre is making commendable progress at each review
- Supporting the Head of Learning and Teaching to ensure teaching within the programmes are delivered to the highest standards
- To ensure all central policies and processes are followed according to the Academic Central Quality Manual, Operations Manual and ONCAMPUS UK/EU Standards
- To lead continuous improvement across all programmes delivered in Centre
- To manage budgets delegated by the Centre Director in line with ONCAMPUS financial policy
- Oversee the Academic and Attendance warning systems, supporting the Head of Learning and Teaching, Head of Welfare and Accommodation
- Set ambitious agenda for student outcomes
- Ensure the highest pass (at least 80%) and progression rates to CU

## Curriculum Planning/Timetabling

- Strategic oversight for and to work closely with the Head of Learning and Teaching, Course Leaders and timetabler to ensure that curriculum plans and timetables are effectively planned well in advance and within budget and:

*Timetables are balanced for both staff and students*

*Rooms are fully utilised*

*Students are fully compliant for number of teaching hours*

*Salaried staff are fully deployed*

*Budget targets are met*

*Staff are allocated to teach in their areas of expertise*

## Monitoring of student attendance

- Work closely with the Attendance Officer to ensure all students are fully attending
- Follow up all non-attendance with the Attendance Officer
- Work with the Head of Learning and Teaching and Course Leaders to follow up non-attendance and issue verbal and formal warnings
- Contact students, parents and agents to follow up where required
- Attend attendance KPI meetings

## Oversee the development and delivery of the Personal Tutorial System

- To lead the development of the Personal Tutorial System, working with the Head of Learning and Teaching and the Head of Welfare and Accommodation to ensure a consistent Tutorial delivery to meet the individual and diverse needs of ONCAMPUS students
- Ensuring the Scheme of Work and resources are of high quality and delivery is monitored and of high quality
- To manage and support the Personal Tutors to ensure delivery is to the highest standard and the roles and responsibilities of a Personal Tutor are fulfilled

## Person Specification

### Education

- Academic Undergraduate Degree (Essential)
- Academic or English Language Teaching qualification at graduate or equivalent level (Essential)
- A Postgraduate qualification (MA, MBA etc) (Essential) preferably with Educational Management/Leadership Modules

## Experience

- Teaching experience (Essential)
- Experience in an academic leadership role (Essential)
- An understanding of the needs and requirements of international students (Essential)
- Direct experience of working in Further and/or higher education (Desirable)

- Experience of the development of academic programmes (Desirable)
- An understanding and appreciation of private sector education (Desirable)

**Skills**

- Demonstrate cross-cultural awareness and understanding
- A track record of positive staff relationships
- An ability to motivate, coach and develop academic and administrative staff
- A commitment to teamwork, and an ability to manage both human and physical resources effectively
- A record of achievement in teaching (academic or English language)
- Excellent interpersonal, communication and presentation skills including fluency in English
- Competence in the effective use of Information Communications Technologies (ICT), particularly Microsoft Excel

**Safeguarding Statement:**

ONCAMPUS is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be subject to DBS clearance We strive to be an equal opportunities employer and actively welcome applicants from all sections of the community