

**Description and Person Specification**  
**Academic/Professional Services Staff**

**Job title: Interim Head of Learning & Teaching**

**Department: Academic Management**

**Pay Grade: 8**

**Line Manager: Executive Dean (DMCI)**

**Role Purpose:**

- The Head of Learning and Teaching will support the Dean in implementing the University's Learning With Industry Strategy to deliver a pioneering, transformative educational offer in line with our expectations to be the leading university for the business, technology and creative economies.
- The Head will support the delivery of a number of educational functions, including creative pedagogy, programme development, academic staff development, student partnership, education enhancement, technology enhanced learning, academic skills development, personal mentoring, and quality and standards. Each of these will drive our improvement across key performance indicators including student satisfaction, retention, progression and graduate outcomes.
- They will contribute to the delivery of academic staff development, enabling our people to become leaders in creative educational practice, supporting our diverse student communities to continue to be the leading talent for the UK's world beating creative economy.
- The Head will also take an active role in preparing the submission for TEF and the success agenda in the APP, as well as implementing our Learning with Industry Framework, measuring the impact of activities undertaken in learning and teaching.

**Duties and Responsibilities:**

- To support the implementation of the University's Learning with Industry Framework, contributing to the delivery of initiatives in line with sector best practice.
- To support quality enhancement activity relating to learning and teaching, quality assurance, academic staff development and technology-enhanced learning.
- To work collaboratively with colleagues and external University partners to contribute to the enhancement of the University's learning and teaching practice and student experience, supporting institutional objectives relating to student satisfaction, retention, progression and graduate outcomes.
- To support the development of academic practice and learning communities that encourage the sharing and development of effective teaching practice.
- To contribute to networks and activities that support pedagogic development, academic collaboration, and knowledge exchange in learning and teaching.
- To work with the Dean and other stakeholders to support the exploration and implementation of emerging technologies and learning space developments that enhance learning and teaching.
- To support the promotion of innovative and effective teaching practices, including peer collaboration and feedback, staff development activities, course evaluation and the sharing of good practice.
- To contribute to the design and delivery of creative and research-informed academic staff development activities and assist in evaluating their effectiveness.
- To participate in internal and external networks, committees, working groups and collaborative activities as appropriate.

- To support the effective management of allocated resources and budgets in line with operational priorities and value for money principles.
- To contribute to institutional planning and operational activities as required.
- To engage in training and professional development appropriate to the role.
- To demonstrate an understanding of Ravensbourne's values, culture and educational ethos and promote these through day-to-day practice.
- To work within Ravensbourne's Code of Conduct and other policies and procedures.
- To comply with all relevant legislative, regulatory and policy requirements, including Finance, HR, Health & Safety and Environmental Sustainability requirements.
- To demonstrate commitment to equality, diversity and inclusion in all aspects of work and practice.
- To continuously develop individual knowledge, skills and behaviours relevant to the role, maintaining appropriate professional standards and memberships where applicable.
- To undertake other duties appropriate to the level of the role, working collaboratively with colleagues to support the achievement of Ravensbourne's objectives.
- To contribute to the development and implementation of activities that support institutional learning and teaching objectives, including widening participation and success for under-represented groups.

**Key working relationships (i.e. titles of roles, both internally and externally, with which this role holder interacts on a regular basis):**

Executive Deans, Head of Academic Operations, Course Leaders, Research, Staff Development, Heads of Academic Departments, Directors of Professional Service areas, & Student Services, Quality team, Deputy Vice Chancellor.

**Resources Managed**

**Budgets:** L&T budget.

Staff: Currently PG Cert course leader, 3x learning technologists.

Other: (e.g. equipment; space)

<b>Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• First degree or equivalent</li> <li>• Higher degree in a discipline aligned to RUL's or significant experience</li> <li>• HE teaching qualification</li> <li>• HEA Senior Fellowship status or higher</li> <li>• Record of relevant CPD that reflects commitment to updating and enhancing learning and teaching</li> <li>• Doctorate (achieved or in progress)</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>x</p>
<p><b>Professional qualifications/experience</b></p> <ul style="list-style-type: none"> <li>• Academic credibility and expertise in leading projects in teaching and learning in higher education</li> </ul>	<p>X</p> <p>X</p>	

<ul style="list-style-type: none"> <li>• A track record in contributing to positive organisational change, for example as Head of Department, or equivalent.</li> <li>• Management of successful initiatives that enhanced the quality of teaching, combined with a proven track record of improving the overall Student Experience, student employability and academic achievement in higher education</li> <li>• Experience of implementing initiatives in technology-enhanced and blended learning</li> </ul>	X	
<p><b>Higher Education knowledge</b></p> <ul style="list-style-type: none"> <li>• Understanding of the Teaching Excellence Framework, creative pedagogy, widening participation, inclusive and authentic practices, and an ability to gain positive outcomes for student achievement, retention, progression, and employability for students from under-represented and disadvantaged groups in higher education</li> <li>• Awareness of higher education practice and understanding of national trends and innovations in learning and teaching</li> </ul>	X	
<p><b>(Add additional headings as required e.g. Stakeholder Management, Project Management etc.)</b></p>		

<b>Core Personal skills abilities and behaviours</b>	<b>Essential</b>	<b>Desirable</b>
<p><b>Management and leadership</b></p> <ul style="list-style-type: none"> <li>• Managing individuals successfully towards specific agreed outcomes in ways that engage, motivate and develop team members,</li> <li>• Works collaboratively and harmoniously within a team and more widely with all significant others to get the job done, to the satisfaction of all those involved.</li> </ul>	X	
<p><b>Equality, Diversity &amp; Inclusion</b></p> <ul style="list-style-type: none"> <li>• Contribute to the development and implementation of effective strategies and policies to deliver key institutional learning and teaching objectives specifically in relation to widening participation and success for under-represented groups</li> </ul>	X	

<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Excellent interpersonal, verbal, and written communication skills, including when handling sensitive and confidential matters</li> <li>• Strong collaboration skills</li> </ul>	<p>X X</p>	
<p><b>Organisational Values</b></p> <ul style="list-style-type: none"> <li>• Organises work for optimum effectiveness, using all the resources, tools and methods available, so that the objectives of the role, team and organisation are met.</li> </ul>	<p>X</p>	
<p><b>Project management</b></p> <ul style="list-style-type: none"> <li>• See a project throughout its life cycle, using the methodology to ensure the project achieves its agreed purposes</li> </ul>	<p>X</p>	

**Our Values**

**Connection:** We value what happens together and we collaborate to achieve our collective goals.

**Dynamism:** We embrace every opportunity to adapt and optimise.

**Inclusion:** We celebrate our diversity, and we embrace difference as a source of strength.

**Professionalism:** We aim for quality in everything we do and take pride in our work.

