

JOB TITLE: Module Leader

DEPARTMENT: Law School

LOCATION: Various

DAYS/HOURS WORKED: Full time/Part time, Permanent

REPORTING TO Head of Faculty /Head of Curriculum and Development

JOB PURPOSE:

This role will work closely with the Head of Curriculum & Development, Award Leaders and other Module Leaders to ensure Law School teaching and assessment materials are up-to-date, cutting edge, high quality and meet all relevant regulatory standards and client expectations (where appropriate).

The role will involve working with the Head of Curriculum & Development to ensure all teaching and assessment materials are delivered on time and in line with the Academic Calendar. All updating and continued content enhancements will be completed by reference to the Law School’s learning and teaching strategy. Module Leader play a key role in matters of ongoing quality assurance and enhancement activities for their module(s).

PRINCIPAL JOB ELEMENTS AND RESPONSIBILITIES

Key Responsibilities and Accountabilities

You will be responsible for:

Quality

* Ensuring all relevant teaching and assessment materials are up-to-date, cutting edge and high quality.
* Ensuring all relevant teaching and assessment materials are compliant with all relevant regulatory requirements and ensure they are in line with client expectations (liaising with firms where appropriate) and best practice in higher education and legal education.
* Contributing to the analysis / quality indicators for module quality/student performance.
* Reviewing student feedback and External Examiner Reports for relevant modules.
* Working with the Head of Curriculum and Development to devise and implement quality enhancement initiatives to address relevant module feedback points, as required.
* Leading and co-ordinating a team of subject matter experts to review and update all current Law School programme learning and teaching materials (including all online and video content) and exam and assessment materials drafting (including overseas exams) in compliance with the Law School’s learning and teaching strategies and associated policies.
* Ensuring all pre-course materials and content on the Hub is up-to-date and available to students by dates agreed with the Head of Curriculum and Development.
* Ensuring all updated materials are available for students on the Hub by dates agreed with the Head of Curriculum and Development.
* Contributing to Programme Handbooks.
* Contributing to the Continuous Programme Monitoring Review (CPMR) process.

Teaching & Student Support

* Undertaking teaching appropriate to the level of responsibility of the role.
* Working with the Head of Curriculum and Development to agree what training is required to ensure that the Law School faculty are trained and supported to deliver relevant module content.
* Responding to curriculum and content-specific questions from students and faculty as needed.
* Keeping the Head of Curriculum and Development, Award Leaders, Teaching Leads and Assessment Leads informed of any issues that arise on relevant module(s) to help manage student queries and expectations.

Assessments

* Ensuring all module exams are rigorous and fair and are scrutinised and approved by the relevant external examiner.
* Coordinating markers’ meetings and ensuring a rigorous and robust marking/moderation process of all exams within the deadlines set.
* Ensuring student feedback and examiners’ reports are written and saved in the appropriate place within the deadlines set.
* Engaging in academic assessment drafting, scrutinising and marking as required.
* Acting as a Teaching Lead and/or Assessment Lead as required.
* Acting as a moderator as required.

General

* Undertaking other duties commensurate with the level of this role.

Qualities, Skills and Attributes:

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| --- | --- | --- |
| Descriptor  | Essential  | Desirable  |
| Qualified solicitor or barrister (with practice experience)  | ✓ |   |
| First degree  | ✓ |   |
| Teaching qualification or Fellowship of the HEA or willingness to obtain  |  | ✓ |
| Knowledge of the Higher Education sector and the importance of student outcomes | ✓  |   |
| Experience of curriculum design, assessment and quality assurance  | ✓ |   |
| Facilitate student evaluation where appropriate  | ✓ |   |
| Facilitate student feedback to aid learning  | ✓  |   |
| Facilitate student support  | ✓  |   |
| Ability to lead a team, motivate, develop, challenge and inspire people  | ✓  |   |
| Ability to work well as part of a team  | ✓  |   |
| Strong skills in organisation, coordination, planning, prioritisation, people management and influencing.  | ✓ |   |