

**JOB DESCRIPTION**

**Teaching Co-ordinator (including Engagement)**

Department of History

Vacancy reference: 0409-24

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| **Job Title:** Teaching Co-ordinator (Engagement) | **Grade:** 5S |
| **Department: History Dept** |
| **Directly responsible to:** Student Programmes Officer / Department Officer |
| **Supervisory responsibility for:** N/A |
| **Other contacts:*** **Internal:** Departmental staff; students; faculty office; central professional services
* **External:** External tutors; External Examiners External tutors; External ExaminersExternal Tutors; external examiners; visitors (including prospective students) and suppliers.
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| **Role:** The Teaching Co-ordinator will support the Student Programmes Officer /Department Officer in delivering an excellent level of service to enable high quality administrative support to students and academic staff. They will work collaboratively across the faculty and with central professional services divisions, supporting continuous improvement and contributing to new initiatives to meet strategic objectives that enhance student experience.**Major Duties:****Student Office Administration*** Be a first point of contact for all current and prospective students, keeping students informed and disseminating information to students in a timely way.
* Work with the Student Programmes Officer /Department Officer and relevant academic colleagues to administer:
	+ Registration of new and continuing students.
	+ Student assessment, including processing of coursework; preparation and delivery of exams and tests; recording of assessment outcomes; recording of mitigating circumstances.
	+ Coordination of timetabling throughout the academic year including handling queries and issues.
	+ Maintenance of student, scheme and module records.
	+ Monitoring the attendance reports, alerting and escalating issues as appropriate.
* Create and maintain student records in line with university policy and General Data Protection Regulations (GDPR).
* Support with the administrative processes associated with examinations and awarding of degrees including preparation of documents as appropriate.
* Participate in and service meetings as required.

**Quality Assurance and Continuous Improvement*** Supporting quality assurance procedures including:
* Ensure all schemes and student records conform to university and funder procedures and regulations in line with external regulations data management.
* Support for the relevant committees and meetings in the department and feed in to faculty and university level equivalents, supporting academic staff and follow up on actions.
* Coordinating the compilation of data and information for reviews, reports, Annual Teaching Reviews and ‘Freedom of Information’ requests in line with GDPR (including external quality assurance audits, including professional accreditation bodies).
* Maintain collaborative working relationships within the faculty and across the university.
* Proactively participate in projects and initiatives for continuous improvement, including attending forums and networks and sharing of good practice.

**Student Wellbeing, Engagement and Retention*** Be a first point of contact for students with health and wellbeing issues, working collaboratively with academic staff, departmental student office team, Student & Education Services (SES), colleges and other central professional services to provide an inclusive support service to all students, signposting where appropriate.
* Supporting the department to deliver projects and initiatives to enhance taught student wellbeing, engagement and retention.

**Departmental Specific Duties*** Support the organisation of departmental conferences, public lectures and research-orientated events as required, both on campus and in the local area, ensuring all logistical arrangements are in place and clearly communicated in a timely manner (e.g. room, accommodation, hospitality and travel bookings as well as any safety- or insurance-related arrangements)
* Provide all necessary administration for annual History Department events, such as Welcome Week.
* Recruit Student Representatives on an annual basis, working with the Chair of the Staff-Student Consultative Committee and Students’ Union to ensure that due process is followed and that Reps are supported throughout the academic year.
* Work with the Departmental Officer in ensuring that the Department’s administrative infrastructure is fit for purpose.
* Provide cover for Teaching Coordinators as required.

**Behavioural expectations*** Behave in a manner in line with our University Values.
* Engage in Departmental/Faculty/University activities as evidenced by participation in meetings, reviews and events in order to help achieve strategic objectives.
* Participate in continuing professional development.
* Undertake other duties as may be reasonably requested by the line manager or Head of Department, that are commensurate with the grade of the post.
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