

**JOB DESCRIPTION**

Director of Studies Frontline Partnership

Vacancy Ref: A3004

<b>Job Title:</b> Director of Studies Frontline Partnership	<b>Present Grade:</b> 7P
<b>Department/College:</b> Sociology	
<b>Directly responsible to:</b> Head of Department and the Delivery Director (Frontline)	
<b>Supervisory responsibility for:</b> Internal support staff connected with the Frontline Lancaster University Partnership	
<p><b>Other contacts</b></p> <p><b>Internal:</b> Academic and non-academic staff within the University including student support services, ISS, the library and registry.</p> <p><b>External:</b></p>	
<p><b>Major Duties:</b></p> <p>The Director of Studies (DoS) for Frontline at Lancaster will be the main point of contact for Frontline staff and students. The DoS will co-ordinate staff involved in the partnership from within the University to ensure that programme quality standards are met and that the programme runs smoothly.</p> <p><b>Major Duties:</b></p> <ul style="list-style-type: none"> <li>• Overseeing continuing approval of the programme including consideration of changes to course content, teaching, learning and assessment methods,</li> <li>• Reviewing student outcomes and satisfaction, and any available employer feedback and acting on these if improvements are indicated;</li> <li>• Ensuring smooth transfer, including the APEL of existing credits, from the previous provider for the MSc cohort;</li> <li>• Monitor the submission of assignments and where they are not submitted on time, follow this up</li> <li>• Check assessed coursework for plagiarism using the Turnitin software and moderate them in conjunction with Frontline staff, including attending moderation meetings;</li> <li>• Ensure that grades are returned to the students, adhering to the University's 4-week turnaround policy, and are accurately recorded in Lancaster systems (LUSI, the Lancaster University Student Information system);</li> <li>• Where not possible to adhere to the turnaround policy, ensure that students and Frontline are informed in a timely fashion;</li> <li>• Scrutiny of assessments and a sample of assignments by the appointed external examiners;</li> <li>• Be available through Skype or similar (as preferred) for day to day enquiries from students and Frontline staff on all matters concerning students' satisfactory progression, such as academic performance and fitness to practice;</li> <li>• Attend regular meetings with Frontline staff to report on student progress and system compliance (initially we propose these are held face to face in each region at start up and bi-monthly in each region thereafter via Skype or similar unless there is a specific need for face to face meeting);</li> <li>• Respond to individual academic queries from students and Frontline staff;</li> </ul>	

- Management of the exam board processes including consideration of student's mitigating circumstances and any borderline cases in line with LU's academic regulations and chairing a dedicated Frontline exam board;
- Collaborative Annual Programme Review with Frontline staff, using existing proforma extended to meet Frontline reporting requirements (agreed during set up), to consider student progression and feedback and external examiner input, reflecting on year 1 and making changes as needed, reviewing these at Year 2 to monitor programme progress;
- Liaison with relevant members of the Social Work lecturing team to deliver, co-ordinate input into curriculum content and design, where this is practical and mutually agreed as adding value to Frontline's delivery;
- Liaise with Lancaster University's Graduation Team and Frontline to organise graduation for Frontline students;
  - Mentoring and advising academic staff in Frontline as required regarding Lancaster University's policies and processes;
- Other administrative duties including contributions at departmental, faculty and university levels concerning the partnership and writing reports on the programme where requested by Frontline or the University.
- Prepare and deliver annual summer institute and other events as required by Frontline