JOB DESCRIPTION
Teaching Planning and Assessment Coordinator
Ref: N2472

<table>
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<tr>
<th><strong>Job Title:</strong> Teaching Planning and Assessment Coordinator</th>
<th><strong>Grade:</strong> Grade 5, 0.8 FTE</th>
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<tr>
<td><strong>Duration:</strong> Secondment</td>
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<td><strong>Department:</strong> Lancaster Environment Centre</td>
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<td><strong>Directly responsible to:</strong> Student Programmes Officer</td>
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<td><strong>Supervisory responsibility for:</strong> n/a</td>
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**Other contacts:**
- **Internal:** Departmental staff; students; faculty office; central professional services
- **External:** External Tutors; external examiners; visitors (including prospective students) and suppliers.

**Role:**
The Teaching Planning and Assessment Coordinator will support the Student Programmes Officer in delivering an excellent level of service to enable high quality administrative support to all taught students and academic staff. More specifically, they will provide a high-level support around key planning and assessment administration. 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:**

**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, preparing documents, 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 Office Administration – Planning and Assessment**
- Work with the Student Programmes Officer and relevant academic and professional services colleagues to coordinate the following:
  - Assessment: Undergraduate and Taught Postgraduate student assessment, including coordination of the examination and assessment processes for schemes and modules, and ensuring compliance with the University’s assessment regulations
  - Timetabling: responsible for the collection and compilation of timetabling requirements for all Undergraduate and Taught Postgraduate modules. Work with the Student Programmes Officer and Registry staff to produce a final version of the teaching and assessment timetables. Resolve timetabling issues as they arise in the academic year
- Maintenance of student, scheme and module records
  - Create and maintain student records in line with university policy and General Data Protection Regulations (GDPR)
  - Participate in and service meetings as required
  - Support the work of the rest of the Teaching Office team as required

**Student Wellbeing, Engagement and Retention**

- Supporting the department to deliver projects and initiatives to enhance taught student wellbeing, engagement and retention.

**Departmental Specific Duties**

- Provide administrative support to the Lancaster Environment Centre teaching partnership with Beijing Jiaotong University in China
- Communicate effectively with colleagues in Lancaster and China, as well as External Examiners.
- Coordinate module assessment marking and moderation using SharePoint.
- Prepare paperwork for module boards and exam boards.
- Participation in relevant training and development
- Any other duties as deemed appropriate to the grade of the post