JOB DESCRIPTION
Vacancy Ref: N2957

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Teaching Co-ordinator</th>
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<tbody>
<tr>
<td>Present Grade:</td>
<td>5S</td>
</tr>
<tr>
<td>Department/College:</td>
<td>Politics, Philosophy and Religion</td>
</tr>
<tr>
<td>Directly responsible to:</td>
<td>Departmental Officer</td>
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<tr>
<td>Supervisory responsibility for:</td>
<td>N/A</td>
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</table>

**Other contacts**

**Internal:** Departmental staff; students; faculty office; central professional services

**External:** External Tutors; external examiners; current and prospective students, visitors and suppliers.

**Major Duties:**

**Role:** The Teaching Coordinator will support the department in delivering an excellent level of service to enable high quality administrative support to all taught 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 taught students, keeping students informed and disseminating information to students in a timely way.
- Work with the relevant academic and professional services 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 Regulation.
- 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, Programme Reviews and ‘Freedom of Information’ requests in line with General Data Protection Regulation (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 and Education Services, 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 Department’s Distance Learning programmes and modules.
• To update and disseminate appropriate learning resources and materials to support blended and online delivery and support.
• To disseminate innovative practices in distance learning teaching methods and assessment to individuals where necessary.
• To maintain, update and support the Departmental webpages.
• Participation in relevant training and development.
• Any other duties as deemed appropriate to the grade of the post