# Role outline

**Role title: Collaborative Course Leader**

This role outline is a high level description of the key responsibilities of a course leader. The context of the various activities will differ according to type, size and complexity of course. This document should therefore be read in conjunction with more detailed guidance available on the '[Course Leaders Essentials' site.](https://blogs.shu.ac.uk/cle/)

**Role purpose:**

To develop and maintain a supportive and effective relationship with an approved collaborative partner organisation (PO); to ensure the delivery of a quality student experience, which is compliant with the University's quality assurance framework and other relevant rules and regulations.

To act as an ambassador for the University, whilst working with a collaborative partner organisation.

**Responsibilities:**

**Support the planning and approval of collaborative partnerships by:**

# Contributing to the production of all required documentation and any subsequent revisions.

# Supporting the PO to prepare for and contribute to the collaborative partnership approval and course validation events.

**Oversee the development and achievement of quality standards and facilitate the identification of opportunities for continuous improvement of the course by:**

# Ensuring that the module management is in line with university expectations e.g. moderation, verification and evaluation.

# Providing appropriate input to relevant course evaluation processes and identifying areas for further improvement.

# Advising on and confirming the appropriateness of appointment of External Examiners (EE).

# In collaboration with the partner, meeting with EEs, reviewing EE reports and monitoring responses and activity.

# Contribute to the periodic review process.

**Ensure that students are recruited appropriately onto the course and progression opportunities are optimised by:**

* In liaison with the Directorate of Business Engagement, Skills and Employability (for the UK) and the Global Engagement Directorate (for international), check and approve the accuracy of any partner information bearing the University's name or logo.
* Ensuring that admissions procedures and progression opportunities are being undertaken and recorded in line with the University's admissions policy.
* Ensuring that PO staff and students have a clear understanding of progression routes and modes of study, providing advice for those who wish to progress to further study at the University.
* Facilitating relationships and connections with any relevant feeder or progression courses.

**Provide academic oversight in relation to course management and delivery by:**

* Facilitating effective communication between the University and partner to ensure that:
  + There is an accurate student record system in place.
  + The University assessment regulations are understood and implemented appropriately;
  + Learning resources are in place and access to them understood by partner staff.
* Working with the PO to review course timetables, assessment schedules and other organisational aspects prior to the commencement of the [academic cycle](https://blogs.shu.ac.uk/cle/files/2019/12/UPDATED-Dec-19-academic-cycle.pptx) and working with relevant academic / professional services staff to improve the overall organisation of the course delivery.
* Monitoring operational delivery of the course and act proactively to address any emerging issues.

**Establishing and maintaining a strong and effective partnership by:**

* Working with the course delivery team to identify and advise on opportunities for academic development of the course in line with the strategic priorities.
* Informing senior College colleagues, relevant professional services and directorate staff of any changes to the partnership or provision which may affect the agreement.
* Liaising with the PO to consider and report on the potential impact of staff leaving the course team. Approving new staff joining the teaching team as teachers, mentors or assessors, via the checking of CVs.
* Ensuring that the PO is identifying and addressing staff development needs.
* Engaging with any relevant visits of staff between the organisations.

**Ensure that students enrolled on the programme feel fully supported with access to a quality learning environment: by:**

* Overseeing the management and content of the student induction and the preparation of key information for students throughout the course.
* Facilitating the implementation of mechanisms for capturing the student voice and meeting with students at least once every academic cycle.
* Ensuring that effective module evaluation mechanisms are in place and liaising with the PO to agree the feedback process.
* Ensuring that there is University \ college \ department representation at relevant PO graduation ceremonies.
* Engaging with other University initiatives designed to support the collaborative student experience.

**Ensure there is effective and accurate communication between all relevant stakeholders by:**

* Maintaining regular contact with the partner organisation using agreed communication channels to ensure all aspects of the role are achieved.
* Ensuring a visit to the PO takes place annually.
* Ensuring that all relevant information is shared with the PO in a timely manner.
* In liaison with the relevant University teams, checking and approving the accuracy of student information provided by the PO.

**As a collaborative course leader you are expected to:**

* Contribute to professional, statutory and regulatory body (PSRB) events (where appropriate).
* Share best practice through participation in college and University collaborative events, meetings and staff development activities.
* Participate in relevant meetings and forums including:
  + Departmental boards and pre boards.
  + Quality monitoring or review meetings.
  + University-led staff development activities in relation to regulations, frameworks, policies and procedures.