# Role outline

**Role title: Course Leader (Undergraduate or Postgraduate)**

This role is a high level outline of the key responsibilities of a course leader. The context and precise activities may 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.

**Role purpose:**

# To provide academic leadership, to the course team, in relation to course design and delivery and ensure the ongoing development of a designated course is fit for purpose in delivering an excellent student experience.

**The course leader, supported in their role by the course team, is responsible for:**

**Providing academic leadership in relation to course design, delivery and enhancement by:**

* Creating a sense of identity and ownership amongst the course team and enabling staff to understand their contribution to the course.
* Facilitating the course team to identify and implement developments to the course in line with the strategic priorities of the wider Department, College and University.
* Assessing the development needs of the course team in the context of the course and facilitating training and development opportunities.
* Advising resourcing stakeholders/managers on the course specific resource requirements.
* Contribute to the review of course timetables, assessment schedules and other organisational aspects to improve the overall quality of the course delivery.
* Providing advice, guidance and leadership on course-related matters.
* Building effective relationships with students, academics and professional services colleagues
* Representing the course team in the wider Departmental or College context.
* Ensuring effective communication with students and across the course team, including arranging regular team meetings.
* Embed equality, diversity and inclusion (EDI) strategies and encourage the course team and address EDI issues.

**Ensuring the delivery of an optimum student experience by:**

* Building a sense of student community, acting as a key contact for students and working in partnership with student course representatives and the wider student cohort.
* Responding to student pastoral and academic needs, working in collaboration with the relevant academic and professional services colleagues,
* Facilitating the implementation of mechanisms for capturing the student voice and meeting with students on a regular basis.
* Overseeing the management and content of the student induction and the preparation of key information for students throughout the course.
* Effective and timely communication with students on the course.
* Taking responsibility for the holistic curriculum at course level and monitoring operational delivery of the course, including assessments and working proactively with colleagues to address any emerging issues.
* Working with academic and professional services colleagues to identify opportunities to equip students with the skills and knowledge required by employers and embed them in the course.
* Liaising with placement teams and directing how placements (and / or work based learning) contribute to the learning experience.
* Working closely with employers to ensure the course curriculum is fit for purpose and where relevant develop work experience opportunities for students.

**Overseeing and reporting on the development and achievement of quality assurance and enhancement activities and facilitating the identification of opportunities for continuous improvement of the course by:**

* Contributing to the development and achievement of quality standards and criteria and leading on opportunities for continuous improvement of the course, reflecting on key performance indicators such as the National Student and Post Graduate Taught Experience Surveys.
* Providing input to course evaluation processes and leading on areas for further improvement.
* Engaging with external examiners at course level.
* Contributing to reports in accordance with published schedules and taking appropriate action in the light of quality judgements.
* Contributing to effective working relationships with external bodies relevant to the approval, delivery and quality enhancement of the course.
* Leading on course development and enhancement, in collaboration with the course team, through accessing, analysing and reporting on key data sets.
* Participating in relevant meetings and forums including:
	+ Departmental assessment boards and pre boards.
	+ Quality monitoring or review meetings.
	+ University-led staff development activities in relation to regulations, frameworks, policies and procedures.
	+ Professional, statutory and regulatory body events.

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

**Normally on undergraduate courses**

* Engaging with and providing academic input to student recruitment or marketing opportunities including school and college engagement activity, Clearing, conversion call centre, and community outreach and widening participation activity.
* Taking ownership of core course information displayed on the Online Prospectus and working in partnership with colleagues from across Professional Services to ensure accuracy of course information displayed and support the creation of added value content (by Marketing) to effectively promote the course.

**Normally on postgraduate courses**

* Act as an advocate for the course, leading on recruitment, open days, induction and outreach activities.
* Taking ownership of core course information displayed on the Online Prospectus and working in partnership with colleagues from across Professional Services to ensure accuracy of course information displayed and support the creation of added value content (by Marketing) to effectively promote the course.
* Ensuring that admissions procedures and progression opportunities are being undertaken in line with the University's admissions policy, including recognition of prior learning.
* Facilitating relationships and connections with any relevant feeder or progression courses.
* Gathering intelligence and contribute to the promotion and development of the course to reflect market needs and student demand.

**Engaging with external stakeholders (determined by the nature of the course) by:**

* Engaging with relevant professional, statutory and regulatory bodies.
* Engaging with Alumni.