

Job title	Senior Academic Developer
School / department	ExPERT Academy
Grade	7
Line manager	Head of Teaching Excellence and of the ExPERT Academy
Responsible for	N/A

Main purpose of the job

The Senior Academic Developer will join a team of academic developers and learning technologists, within the ExPERT Academy (EA). The ExPERT Academy works with Schools and Colleges across the University to enhance expertise in teaching and learning, develop the curriculum, maintain teaching up-to-date approaches, and grow staff knowhow with a range of learning technologies. The ExPERT Academy's main aim is to enhance the environment and the curriculum to deliver the highest standards of teaching and learning across the institution. The model promoted by the team (both online and face-to-face) is underpinned by strategies that engage students in learning, value their voice, and enable effective and evidence-based approaches to teaching.

The postholder will have outstanding knowledge of teaching and learning in higher education, and the associated pedagogies; and experience of staff development in HE. They will have extensive experience of teaching in HE, including in flexible mode, and, working with the Head of the EA, will take a lead role in developing teaching HE pedagogies (online and in-person); online course development; and flexible learning. As a senior member of the team, the postholder will be innovative and creative; and actively foster excellence across the institution to promote new pedagogic approaches and enhanced expertise in teaching and scholarship.

As an outstanding professional and, a scholar in higher education, the postholder will exemplify excellence and maintain their own research / scholarship in the field of higher education.

Key areas of responsibility

- Course Leader for the University's accredited academic practice courses undertaking all relevant activities to support course management (marketing, recruitment, teaching, assessment, tutoring and preparing for exam boards and reporting requirements for quality purposes).
- Take responsibility for Advance HE Fellowships at levels UKPSF D2 to D4, with the contribution of other senior academic developers in the EA.

- Take responsibility for and lead all processes related to the training and enhancement activities in Schools/Colleges under their remit, to support teaching excellence (online and in-person), curriculum development, academic practice and scholarship
- Oversee their Schools/Colleges' online provision to deliver the highest quality on UWLFlex Online (our online environment); support institution-wide course validation processes to ensure successful validation of highly engaging online/blended courses; and provide all relevant pedagogic support
- Support and develop staff capability in flexible teaching on campus
- Opportunity to lead the University's online Journal *New Vistas* for bi-annual publication release
- Provide leadership in relation to the role of quality processes in curriculum development, particularly (but not exclusively) to online and blended learning.
- Put in place systems to evaluate performance, report on usage, and monitor regularly the progress of UWFlex
- Contribute to delivery of central academic development sessions, as part the ExPERT Academy programme of CPD
- Foster scholarship of teaching, and good practice dissemination with colleagues in the schools and professional areas who have an interest or expertise in learning and teaching.
- Engage with the mentoring process as a member of the ExPERT Academy.
- Contribute to the management, planning and delivery of the annual Festival of Learning and Teaching.
- Represent ExPERT Academy at relevant committees, and feedback to the ExPERT Academy.
- Lead or contribute to relevant University Committees, working groups, user groups as agreed with Head of ExPERT Academy; ensuring that consideration is given to the academic staff development needs arising from policy/organisational change.
- Represent and advance the interests of the University externally in relation to learning, teaching and pedagogic research and scholarship.
- In addition to the above areas of responsibility, undertake any other reasonable duties relating to the broad scope of the position.

Dimensions / back ground information

The University is structured into nine academic Schools and Colleges which bring together cognate subject areas. As a progressive university with a student population of c14,000 and c800 permanent staff, its infrastructure is built around fostering student success. With this focus, the University of West London has, in recent years, made tremendous strides up national and international league tables. The ExPERT Academy plays a significant role in supporting flexible learning (an offer of in-person and online learning), and developing talent and innovation across the University. The University has established mechanisms to foster and reward scholarship and research activities; enabling all staff to excel in their area of expertise. It encourages a reflective and proactive approach to the continuing development of academic practice where academic development plays a key role. This is an extremely exciting opportunity for the suitable candidate to spearhead innovation and excellence in an organisation with extremely high ambitions both for its staff and its students.



Person Specification

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies	Higher Degree (L7) and relevant professional experience in HE Teaching Qualification or Fellowship of the HEA or above.	SFHEA or evidence of engagement with the UK professional standards framework with intent to submit for UKPSF 3. PhD (or close to completion thereof)
Knowledge and experience	Successful experience in similar roles demonstrating expertise and an authoritative understanding and knowledge of higher education, gained through a range of experiences, and exposure to different practices and processes. Practical experience of supporting HE staff with professional development.	

	<p>Evidence of being well acquainted with the UK professional standards framework</p> <p>Knowledge of how people learn and experience of translating this into practice in relation to academic staff development.</p> <p>Sustained experience of developing and/or leading successful curricula in Higher Education at all academic levels.</p> <p>Sustained experience in scholarly inquiry/research in relation to learning and teaching in higher education reflected in extended external networks.</p> <p>Experience of supporting students at postgraduate level.</p> <p>Knowledge of current best practice particularly in relation to academic professional development and online curriculum design and teaching</p>	
<p>Specific skills to the job</p>	<p>High proficiency and experience with a range of relevant online technologies used in support of learning (Blackboard, Collaborate, Turnitin, audience response systems, etc).</p>	

	<p>High level of familiarity with the UK Professional Standards Framework for Academic Practice.</p> <p>Familiarity with TEF developments</p> <p>Excellent skills in curriculum design and quality assurance/enhancement.</p> <p>Research skills particularly in relation to producing high quality outputs.</p>	
General skills	<p>Good management and team building skills.</p> <p>Excellent networking and communication skills.</p> <p>Excellent academic writing skills.</p> <p>Outstanding professionalism</p> <p>Ability to work flexibly</p>	
Other	<p>Commitment to continuing professional development.</p>	
Disclosure and Barring Scheme	<p>This post does not require a DBS check</p>	

Essential Criteria are those, without which, a postholder would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.