

Interim Head of the Centre for Learning and Teaching (CELT)

Leading teaching innovation at UWL

The main purpose of this role is to provide leadership in all aspects of teaching and learning at the University of West London. The Interim Head of CELT will be expected to influence the pedagogy, underpinning our courses and shape the environment and the curriculum to deliver the highest standards of teaching and learning across the institution. The model we seek to emulate (both online and in person) is underpinned by strategies that promote engagement, value the voice of students, and enable effective and evidence-based approaches to teaching.

We are seeking to recruit for this Interim post for 12 months in the first instance. The post will be advertised internally at UWL. It will include line managing the members of staff in the department whose expertise includes management of our learning systems, academic practice, and technology-based learning.

How to Apply

For an informal discussion about this post, please arrange a telephone call with the Interim Pro Vice-Chancellor by contacting: Charmagne Barnes on 07551 134587.

Closing date for applications is **Monday, July 4th at 12 noon**
Interviews are scheduled to take place: Monday, July 11th (morning)

Please upload a full C.V. with a personal statement not exceeding two sides of A4.

We look forward to receiving your application.

Job Description

Job Title	Interim Head of the Centre for Learning and Teaching (CELT)
School / Department	CELT
Line Manager	Pro Vice-Chancellor
Responsible for	CELT team

Main Purpose of the Job

The main purpose of the job is, in conjunction with the Pro Vice-Chancellor is to provide strategic, institutional leadership in relation to learning and teaching, ensuring that UWL is always at the leading edge of educational practice, and that, across the University, courses and Schools build on and develop best practice in the sector, with a particular focus on technology-based learning, all with the aim of providing an unrivalled student experience.

The post holder will take primary responsibility for overseeing and delivering the strategies related to UWL's approach to teaching and learning, including, Learning Technologies, Scholarship targets related to the Teaching Excellence Framework (TEF) agenda, and elements of the People Strategy related to staff development and CPD building for academic staff. The post also oversees the Advance HE programmes run by CELT.

The postholder will be a member of the University's Senior Management Group and will be expected to engage regularly with members of the Vice-Chancellor's Executive and of the Board of Governors.

As determined with the Pro Vice-Chancellor, they will lead key projects responding to institutional priorities, and will head and provide management of CELT.

They will ensure the team delivers the University's strategic objectives in relation to:

- learning, teaching and assessment and the development of associated University policies, practices and procedures.
- The measurement of the quality of and satisfaction with learning and teaching, including the University-wide approach to module evaluation.
- Overseeing progress and evaluation of our online learning activities on UWLFlex
- Working alongside our range of student support services continue to develop the University's capability in technology-enhanced learning (TEL) and ensuring it enhances the university's flexibility and accessibility approach.
- Overseeing the delivery of a high-quality systems service related to the VLE (Blackboard) and its peripheral tools; this includes planning, monitoring and advancing our TEL systems with measurable and sustained institution-wide benefits.
- Delivering CPD and accredited courses to ensure that the academic workforce possesses recognised and appropriate qualifications in learning, teaching and assessment.
- Developing capacity building in Scholarship in Teaching, and overseeing projects and schemes related to this agenda, and others as appropriate.

Key Areas of Responsibility

1. In conjunction with the Pro Vice-Chancellor, to provide strategic, institutional leadership in relation to learning and teaching.
2. Provide institutional leadership for learning and teaching, including online learning, through leading on key projects and ensuring the implementation of the University's relevant strategies.
3. Provide leadership to and management of CELT.
4. Working with the Pro Vice-Chancellor, provide high-level input into the University's strategies and related reports and submissions.
5. Ensure timely delivery of the University's strategic objectives in relation to learning, teaching and assessment.
6. Ensure the development of a culture within which pedagogic research and scholarship generate the highest-levels of research-based pedagogic expertise.
7. Ensure the delivery of high-quality technology-based projects, with measurable and sustained institutional benefits.
8. Ensure delivery against university targets in relation to qualifications and accreditation of the academic workforce (including Advance HE targets).
9. As appropriate lead and coordinate bids for funding for teaching and learning projects.
10. Serve on relevant University committees.
11. Contribute to and/or chair working groups as appropriate.
12. Carry out any other duties of a similar nature and of a commensurate level, as determined from time to time by the Pro Vice-Chancellor.

In addition to the above areas of responsibility, the position may be required to undertake any other reasonable duties relating to the broad scope of the position.

Person Specification

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies	<ul style="list-style-type: none"> Higher Degree 	<ul style="list-style-type: none"> PhD or equivalent Recognition for teaching and/or pedagogical practice or research
Knowledge and experience	<ul style="list-style-type: none"> Successful track record of teaching in UK higher education High level of expertise in learning technologies and their application to high quality learning online Track record of developing technology-based learning projects Demonstrable leadership experience and people management skills Extensive knowledge of the current academic practices in HE Substantial knowledge of the UK higher education system 	<ul style="list-style-type: none"> Management of financial and human resources
Specific skills to the job	<ul style="list-style-type: none"> Highly skilled in pedagogic practice 	
General skills	<ul style="list-style-type: none"> Excellent written and oral communication skills Excellent presentation skills Good influencing skills Experience of team management Excellent interpersonal skills with varied audiences Ability to co-ordinate and manage complex projects Ability to work to deadlines Ability to work under pressure 	
Other	<ul style="list-style-type: none"> Adhering to the University's educational values Willingness to travel between campuses 	
Disclosure and Barring Scheme	This post does not require a DBS check	

Essential Criteria are those, without which, a candidate 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.