

**JOB DESCRIPTION**

**Job Title:** Head of Centre for Excellence in Learning and Teaching **School/Service:** Centre for Excellence in Learning and Teaching

**Grade:** H

**Campus:** Docklands

**Responsible to:** Pro-Vice Chancellor Education & Experience

**Responsible for whom:** CELT (TEAM) Academic Developers, Learning Technology Advisers, AR/VR Centre Manager and CELT Administrator

**Liaison with:** Deans/PVCs, School Directors of Education and Experience, Academic staff, UEL and National Teaching Fellows, Head of Quality Assurance and Enhancement, Head of Education and Community Partnerships, Director of Student Service, External Partners and agencies

**ABOUT THE UNIVERSITY OF EAST LONDON:**

The University of East London is one of the most diverse and vibrant universities in the global capital. Our pioneering and forward-thinking vision is making a positive and significant impact to the communities we serve, inspiring both our staff and students to reach their full potential.

Born in 1898 to serve the skills needs of the 2nd industrial revolution, the University of East London has commenced Year 3 of its transformational 10-year [Vision 2028 strategic plan](https://issuu.com/universityofeastlondon/docs/annual_review_2020?utm_source=Charlotte%2BWhite%2Btest%2Bmail%2Blist&utm_campaign=46c08a193b-EMAIL_CAMPAIGN_2018_09_19_02_52_COPY_04&utm_medium=email&utm_term=0_e8797a5163-46c08a193b-) led by our Vice-Chancellor & President, Professor Amanda Broderick, to advance Industry 4.0 careers-1st education. We have a clear route-map to provide a springboard for the jobs and opportunities of the future; drive diversity in the 4.0 talent pipeline - working in partnership to promote talent wherever it is found; and to create an inclusive and sustainable, green future.

We are looking for forward-thinking, innovative, curious, high-energy, self-aware people who are passionate about making a positive difference and who will thrive in an inclusive and diverse University community who are never not moving forwards.

We are building an environment of success where colleagues are supported to achieve, and our community can flourish and thrive. We are an accredited Investors in People Award Institution and have achieved the Investors in People Health and Wellbeing Award. With Athena Swan Awards and being one of a small number of universities to have achieved the Race Equality Charter Award, we continue on our journey to address and reduce barriers to opportunity.

So, if you are looking to build your career in a dynamic, inclusive and performance-focused team and are inspired by our environment and drive for success, we want you to apply to join the University of East London. We are looking for inspirational individuals who have a passion to make a positive difference to people and planet, creating a more sustainable future for everyone.

**THE DEPARTMENT**

The Centre for Excellence in Learning and Teaching (CELT) at UEL promotes innovative, inspiring and supportive approaches to teaching and learning across the University. Part of the Office of the Pro-Vice Chancellor Education & Experience, the CELT team works collaboratively with academic colleagues in delivering active blended learning and online learning programmes as well as support the professional development of academic and professional service colleagues across the university.

**JOB PURPOSE**

The purpose of this role is to develop and promote inspiring and inclusive approaches to teaching and learning across UEL, embedding outstanding practices that deliver excellent outcomes for a diverse student body. The Head will lead the CELT team in working collaboratively with the School Directors of Education and Experience to develop academic and professional staff to use innovative approaches in learning and teaching as well as deliver engaging online programmes.

We are seeking an enthusiastic and creative individual with in-depth knowledge of pedagogic theory and technology enhanced learning to lead the CELT team in embedding innovative and engaging teaching and learning practices at UEL. You will support the Pro-Vice Chancellor Education & Experience in developing academic staff members to deliver outstanding teaching that supports retention, progression, employability and the achievement of positive outcomes for our students. You will lead on the design, teaching and assessment of a range of activities to support innovation, pedagogical research and best practice for learning and teaching.

**MAIN DUTIES AND RESPONSIBILITIES**

* In liaison with the Pro-Vice Chancellor Education & Experience, provide strategic and operational leadership for the CELT, ensuring successful delivery of objectives in line with institutional priorities
* Formulate, present, implement, monitor, evaluate and report on CELT’s strategic plan, delivering on key performance indicators agreed at Education and Experience Committee
* Lead the CELT team in developing staff to meet the objectives of the Dual Delivery/Blended Learning Framework and evaluating outcomes of specific activities in liaison with the School Directors of Education and Experience
* Lead on innovations in development and delivery of programmes, such as competency based learning and blended learning, working with internal partners such as the Centre for Student Services, Talent Gateway, the Academic Partnerships Office, and external partners
* Lead on the promotion and management of the UEL Professional Standards Framework (PSF) programme for AdvanceHE
* Work with the Pro-Vice Chancellor Education & Experience, Deans of Schools, Heads of Department and Directors across the University on UEL’s response to the TEF including devising the narrative and demonstrating impact of learning and teaching activities across the University
* Work collaboratively with Deans of Schools, Directors of Education and Experience, Heads of Department, Quality Assurance and Enhancement, and other academic and professional services colleagues to develop and implement appropriate UEL policies, strategies, projects and initiatives relating to learning, teaching and assessment, overseeing all strands of academic development including the effective development and embedding of Technology Enhanced Learning (TEL) activities across all Schools
* Lead on the implementation of UEL’s AdvanceHE accredited Professional Standards Framework (PSF), including support for academic colleagues and relevant professional services colleagues in their understanding of the UEL PSF and application for appropriate category of AdvanceHE Fellowship
* Foster and contribute to pedagogic research, including the bidding for, and undertaking of, grant funded activities, publication of scholarly outcomes, and engagement with national and international research communities in order to inform practice
* Co-ordinate the research and scholarship activities of the CELT team and support academic colleagues within Schools to undertake their own pedagogic research and scholarship activities
* Support and coordinate the identification of individuals and /or teams worthy of reward and recognition for their academic practice, leading the Institutional Teaching Fellowship Scheme, and supporting entry into national award schemes (such as the NTFS and CATE)
* Be alert to initiatives and emerging developments in academic practice and technology enhanced learning, in order to inform enhancements to teaching and learning at UEL
* Lead on the academic development offered to colleagues in partner institutions, working collaboratively with the Academic Partnership Office (APO)
* Undertake effective business planning and management of the CELT budget, ensuring robust control and monitoring, and maximising best use of allocated resources
* Manage the performance of all team members, keeping accurate records of achievement and performance, ensuring safe and effective practices
* Act as an ambassador for UEL, liaising with collaborative partners and relevant external stakeholders such as the AdvanceHE and QAA
* Undertake other duties and responsibilities commensurate with this role as may be required from time to time
* Work in accordance with UEL’s Equality and Diversity Policy

**PERSON SPECIFICATION**

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS:**

**Essential criteria;**

* A degree or Masters level qualification (C)
* A strong track record of CPD and/or publication indicating a strong commitment to the enhancement of learning and teaching (A)
* Senior/Principal Fellow of the Higher Education Academy (C)

**Desirable criteria;**

* PhD (C)
* AdvanceHE National Teaching Fellow (C)

**KNOWLEDGE AND EXPERIENCE:**

**Essential criteria;**

* Substantial academic leadership in HE (A/I/P)
* In-depth understanding of pedagogic theory and its application to learners from diverse backgrounds in HE (I/P)
* A track record of recognising the need for, and achieving significant transformation in, academic practice in HE (A/I)
* Experience of implementing a range of successful strategies to ensure continuous improvement in student satisfaction and engagement (A/I)
* Experience of implementing significant initiatives in technology-enhanced and blended learning (A/I)
* Experience of managing a team including supporting team professional development and managing performance (A/I)

**PLANNING AND ORGANISING:**

**Essential criteria:**

* Successful deployment of strategic planning, organisation and management skills, achieving objectives within time and resource constraints (I/P)
* Ability to be proactive and to work independently (A/I)
* Ability to respond quickly and flexibly using initiative and creativity to resolve problems (A/I)
* Ability to work on own initiative and organise workload effectively (I)

**TEAMWORK AND MOTIVATION:**

* A positive team player who proactively supports activities (A/I)

**COMMUNICATION:**

**Essential criteria:**

* Excellent written and oral communication skills, including the ability to negotiate and influence and to communicate with tact and diplomacy on behalf of UEL (A/I)
* Interpret and summarise complex, conceptual and specialist matters confidently for a wide range of audiences using appropriate oral and written communication skills (I)
* Draft, implement and evaluate strategy, policy and practice guidelines (I)
* Chair meetings, committees and fora (I)

**INITIATIVE AND PROBLEM SOLVING:**

**Essential criteria:**

* Experience of managing a substantial budget and employing creative approaches to effective resource management (A)
* Inspire and support colleagues from diverse backgrounds to engage with initiatives to enhance student learning (A/I)
* Experience of providing high-level advice that influences the decisions and actions of others, identifying options not considered previously, evaluating their wider strategic impact (A/I)
* Commitment to, and understanding of, equality, diversity and inclusion issues within HE. (A/I)

**Criteria tested by** **Key:**

A = Application form

C = Certification

I = Interview

T = Test