



Role Specification for Course Leader

Job title:	Course Leader – MSc Pre-Reg
Reporting to:	Vice Principal (Education)
Hours:	8 hours per week
Salary:	Grade G1 (from £42,700 per annum, pro rata)

The role of Course Leader is to manage academic standards, procedures, resourcing, benchmarking and pedagogy, ensuring the operational integrity of the MSc Pre-Reg course. A key facet of this senior academic role is to ensure that the course meets the needs of BSO students and promotes excellence in osteopathic education. It is expected that the role holder will contribute to the academic life of the school, including committee membership, and to the development of the profession acting as a representative of the school and contributing to new knowledge.

You will have responsibility for ensuring that the course is delivered in line with the validated course documentation to the highest standards. You will monitor the effectiveness of the pedagogic interventions in use throughout the course and liaise with the Unit Leaders and Heads of Area to ensure that quality is maintained and enhanced at each and every opportunity. You will have responsibility for the CCOP/OCE Level 7 Unit as specified in the Unit Information Form (UIF). You will also have responsibility for the academic integrity of the units, in line with British School of Osteopathy (BSO) policies and procedures.

Via coordination of the course team and effective academic team management, you will ensure that teaching quality is maintained at a premium, and that the Vice Principal (Education) and Heads of Area are aware of any additional developmental measures which are required to deliver timely and effective teaching and assessment to maintain/enhance the student learning experience.

Curriculum Development

1. To be responsible for the curriculum evaluation in all the units on your programme of study, ensuring that changes to these units are made in consultation with the Unit Leaders and Heads of Area and agreed via the Portfolio Boards.
2. To work with the relevant Heads of Area and Unit Leaders to ensure that all UIFs for all Units on your programme of study are developed in a planned and managed way in order to ensure current good practice in your area .

Person Specification

Essential:

- Full membership of the GOsC*
- Relevant osteopathic qualification*
- Academic knowledge/ experience, including mix of teaching and learning styles/ techniques within an osteopathic institution.
- Experience of a management role in an academic institution for at least two years.
- Ability to devise and deliver course materials that meet a range of needs, and that result in a consistently high standard of course delivery
- Sound understanding of relevant issues relating to teaching, learning and assessment in the HE arena
- Excellent oral/written communication skills
- Proven ability/experience of working in a team
- Proven ability/experience of working independently
- Proven experience of managing resource allocation and budgeting
- Proven experience of line/academic management across a range of functions
- Weekend availability – when required.
- Recognised qualification in teaching or membership of the Higher Education Academy or equivalent academic qualification in education.
- Recognised qualification in area of specialism
- On-going CPD
- Excellent timekeeping and attendance record

Desirable:

- At least 2 years' osteopathic experience*
- Published research in specialist area

3. To propose any necessary modifications to the CIF and UIFs to the Portfolio Board.
4. To oversee the annual course review, proposing any relevant changes to the Portfolio Board.
5. To draft relevant Unit Information Forms, ensure that existing Unit Information Forms are up to date, propose modifications where necessary to the Course Leader and the relevant Head of Area;
6. To update learning resources annually and to provide students with up to date learning resources;

Curriculum Delivery

7. To ensure that Unit Leaders and their teams plan, prepare and deliver sessions as specified in the unit information forms to maximise the student learning experience.
8. If required to carry out teaching duties within your area of expertise/specialism at the times and places scheduled in the course timetable as notified by Registry and to prepare high quality learning materials to support student learning.
9. To evaluate the delivery of units with the Unit Leaders and Heads of Area, ensuring best practice and ensuring that scholarship is embedded across all areas of the Course.
10. To coordinate the unit teaching teams to ensure that all aspects of the learning outcomes for this unit are met efficiently and effectively;
11. To carry out teaching duties at the times and places scheduled in the course timetable as notified by Registry;
12. To prepare high quality learning materials to support student learning as required;

Student Assessment

13. To liaise with the Heads of Area to ensure that assessment practices are monitored correctly and administered in line with other programmes of study in line with BSO policy, prescribed good practice and quality standards.
14. To identify and implement minor changes in consultation with the Course Team, submitting major changes to the relevant Portfolio Board.
15. To respond to on behalf of the course team, and ensure that appropriate action is taken regarding, all external examiner comments in consultation with Unit Leaders and Heads of Area;
16. To ensure that assessments are fairly, consistently and punctually marked and graded according to assessment criteria and deadlines set ;
17. To act as a moderator for practical assessments (if required);
18. To ensure that all students on the programme of study are provided with appropriate developmental feedback to support their learning in line with the validated course documentation, in accordance with BSO policy;
19. To represent the course at the Portfolio Boards;
20. To act as a supervisor of student dissertations, where requested.
21. To punctually set summative and formative assessments as required in accordance with course deadlines set;
22. To ensure that assessments are fairly, consistently and punctually marked and graded according to assessment criteria and deadlines set;
23. To supervise practical assessments (if required);
24. To contribute to clear marking criteria that make explicit anticipated learning outcomes and the level of learning expected, as defined in the Unit Information Form;

Student Support

25. To ensure that students are aware of tutorial, counselling, guidance and academic/learning support services, making referrals as appropriate;
26. To ensure that any student issues raised through the Student Voice mechanism related to the content and delivery of the units on the programme of study you are responsible for are responded to in an appropriate time-frame by the appropriate person;
27. To ensure consistency in line with BSO procedures related to academic concerns/offences;
28. To serve on Student Fitness to Practise Panels, Student and Staff Disciplinary Panels and Academic Conduct Panels as required.

Student Admissions

29. To support open days and other student recruitment activities in liaison with Student Admissions;
30. To Chair the admissions group for your course.

Diversity and Equal Opportunity

31. To ensure that appropriate and reasonable adjustments are made to assessment, teaching and learning strategies in consultation with the Heads of Area and Student Support Manager.

Staff Development & Appraisal

32. To participate in the Faculty Professional Development & Appraisal scheme;
33. To be involved in delivering staff development at the annual Staff Conference, planning and delivering sessions as appropriate.
34. To identify own staff development needs and those of the Unit Leaders, ensuring that available technology is appropriately utilised;
35. To undertake staff development to meet identified needs;
36. To contribute to such professional development activities as may be appropriate to the knowledge, skills and experience of the post holder.

Management & Administration

37. To support effective internal and external communication and involvement between faculty in your units, the Heads of Area and students;
38. To liaise and support the other Course Leaders and Heads of Area and provide information to them as required;
39. To oversee overall course specific information (course handbooks and BONE), ensuring that content related to all your course is defined accurately and in line with BSO expectations;
40. To monitor overall allocation of resources within your course units, working with the Unit Leaders and Heads of Area in order to ensure efficiency and effectiveness of course delivery on your programme of study;
41. To ensure that all Heads of Area and Unit Leaders are briefed with regards to any updates or changes to academic procedures relevant to your programme of study;
42. To communicate regularly with colleagues and students using FirstClass.

Quality & Evaluation

43. To lead the development, review and evaluation of the relevant programme of study.
44. To be responsible for the operational integrity of the programme of study, having full consideration for the efficiency and effectiveness of the design of the programme of study.
45. To write the Course Team annual report, and to produce the course annual review report to identify the development of your programme of study in line with the Teaching, Learning and Assessment Strategy and the E Learning Strategy with contributions from Unit Leaders.
46. To contribute to external stakeholder quality assurance reviews (E.g. GOsC RA Review, Institutional Inspections by the University)
47. To ensure that standards are appropriately and consistently applied across the programme of study.

Research and Scholarship

48. To undertake CPD to maintain the BSO's excellent educational provision within available resources.
49. To act as a research supervisor for students on Pre-Registration programmes.
50. To ensure that all relevant Unit Information Forms are informed by appropriate evidence ensuring that content is commensurate with the relevant academic requirements for the programme of study.
51. To support the Research and the Scholarship Strategies and to facilitate procedures to advance research and scholarship with the academic faculty.
52. To promote dissemination of student research performed as part of a course at the BSO.
53. To disseminate examples of innovative and good practice to relevant audiences.

Teamwork

54. To liaise with the Heads of Area and Unit Leaders to ensure the coherence and quality of the students' learning experience;
55. To attend the annual Staff Conference.
56. To attend Examination Boards at which your course results are considered.
57. To Chair course team meetings and any other course related meetings as identified.
58. To attend as a member the committees agreed as a function of this role.
59. To work as an effective team member respecting the rights and interests of others.

Miscellaneous

60. To comply with BSO policies including the Code of Conduct and Staff Handbook.
61. To undertake any other duties as required by the Vice Principal (Education) as appropriate.