

School of Humanities Learning and Teaching Convenor

The Learning and Teaching Convenor is responsible to Head of School of Humanities and a full member of the School Management Group.

Specifically, the postholder is expected to carry out the following:

- Chair the School's Learning and Teaching Committee, and School Board of Studies and represent the School on relevant College and University Committees;
- Develop and implement a Learning and Teaching Strategy for the School within the College and University's L&T strategic framework, with the aim of building on the high quality teaching and learning and student experience within the School and its constituent subject areas.
- Lead on the drafting and development of policies and protocols for School learning and teaching, with particular reference to the School Strategic Plan;
- Contribute to the development of initiatives to publicise undergraduate and taught postgraduate opportunities and enhance recruitment, conversion and programme-development;
- Assist Head of School, Heads of Subjects and others in developing and, where appropriate, leading proposals for new programmes and courses and revising those already in place;
- Develop, lead and oversee generic training/employability initiatives for undergraduate and taught postgraduate students within the School;
- Oversee preparations for Periodic Subject Reviews in liaison with Postgraduate Convenor and Heads of Subject.

The Learning and Teaching Convenor will be supported in this role by the School's Teaching and Student Support Administrator who is responsible to the Head of School Administration.