

## Module Leader Responsibilities

### Overview

Module Leaders play a vital role in the University, taking responsibility for designing and delivering high quality modules, aligned with the wider programme aims and practices.

You will have an in-depth view of the module and the experience of students on it and be appreciative of the how this contributes to the overall programme experience. You will develop and maintain the academic coherence and quality of the module, ensuring it remains current and meets student expectations.

This role requires you to be a motivational leader for your students and for your colleagues teaching on the module, and to be an effective manager of the quality processes which ensure the integrity of the provision.

| Responsible to   | Responsible for                                                                                                     | Key contacts                                                                                                                                                                                                                                                                                   |
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| Programme Leader | No formal line management responsibilities. Indirect responsibilities for staff members contributing to the module. | Programme Leader, Academic Portfolio Lead, Faculty Senior Tutor, Faculty and School Administrators, Student and Academic Services, Library services, Employability Service, external contacts with an interest in the module, such as professional and statutory bodies, employers and alumni. |

### Time allocation (AWP)

Details of the time allocation for Module Leadership are available from the AWP guidance.

[AWP Guidance link \(link opens new window\)](#).

### Profile Currency

This role profile will be reviewed biennially to ensure it remains up to date and in line with university requirements and expectations. Note, given these responsibilities it should be read in conjunction with university policies and guidance for student education

### Career Development and Progression

Working successful across the breadth of module leadership activities can lead to opportunities to share experiences and support others across school and faculty, in turn providing a good foundation for contributing to wider school, faculty or university wide initiatives.

## Responsibilities and indicative activities

Note activities can evolve in line with any changes and updates to student education processes and systems.

| Leadership and management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <ol style="list-style-type: none"><li>1. Provide guidance to new members of staff joining the module team.</li><li>2. Contribute to sharing practice and reviewing the health of the programme and the component modules.</li><li>3. Manage the resources allocated for the delivery of the Module.</li><li>4. Lead on updating module information, including the Handbook and the VLE.</li><li>5. Advise on timetabling requirements to ensure suitable rooms have been arranged for teaching</li><li>6. Assist in maintaining accurate student records, for example when field trips occur ensure that relevant health and safety inductions and risk assessments have taken place.</li></ol> |

| Module design and currency, pedagogic design and delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <ol style="list-style-type: none"><li>1. Contribute to programme team activities for maintaining the programme and component module currency, working in alignment with faculty and university strategic aims.</li><li>2. Promote and implement effective pedagogic practices through the module delivery.</li><li>3. Work with the programme leader and other module leaders to ensure the programme coherence and accessibility for students.</li><li>4. Liaise with library services and other parties regarding necessary learning resources.</li><li>5. Contribute to a programme-wide approach to assessment and feedback, in line with the University's Assessment and Feedback Policy.</li><li>6. Organise the preparation of assessments, working with the Faculty/ School Administration team to ensure this is carried out in line with university policy.</li><li>7. Work with the Programme Leader to agree submission dates and ensure a manageable assessment schedule for students.</li><li>8. Oversee the collection, distribution and marking of assessment materials and ensure that work is moderated in line with university policy.</li><li>9. Ensure that students receive marks and developmental feedback in line with the University's Assessment and Feedback Policy.</li><li>10. Attend relevant internal moderation meetings, Subject Assessment Panels (SAPs) and pre-Progression and Award Board meetings (pre-PABs).</li></ol> |

| Student induction, engagement and continuation                                                                                                                                                                                     |
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| <ol style="list-style-type: none"><li>1. Contribute to marketing and recruitment activities.</li><li>2. Ensure students have current information about the organisation, content, assessment and delivery of the Module.</li></ol> |

3. Liaise with the programme leader to ensure students receive timely and relevant information to select optional modules.
4. Co-ordinate the academic support for students taking the module, including alignment with Academic Tutors (Greenwich Tutoring Framework).
5. Keep up to date with processes around the academic wellbeing of students including Extenuating Circumstances, Interrupting Studies and Academic Appeals, according to the University's regulations.
6. Liaise with the university's Academic and Digital Skills, Employability Service and Student Wellbeing teams to embed skills development opportunities in the module; ensure students are signposted to additional development opportunities supporting personalised learning.
7. Monitor student progression and success across the module and ensure Greenwich Inclusion Plans (GIPs) are implemented consistently.
8. Be proactive in working with student representatives and wider cohort to inform opportunities and activities to enhance their experience, for example through staff-student committees (student voice) and through collaboration on enhancement projects (student partnership).

#### Quality assurance and enhancement

1. Proactively seek student feedback and act on this to inform module developments, closing the feedback loop.
2. Take a continuous enhancement approach to module delivery, embedding embed effective inclusive practices, and responding to performance indicators including student evaluations, pass rates and attainment.
3. Contribute to programme team activities which monitor and respond to key metrics including the Awarding Gap, National Student Survey, Postgraduate Teaching Experience Survey, continuation and graduate outcomes, working in alignment with School, Faculty and University Plans.
4. Prepare for the Subject Assessment Panel and Progression and Award Board, ensuring marks have been entered on schedule and being ready to present these at the meeting.
5. Work with the Programme Leader to respond to feedback from External Examiners and relevant Professional and Statutory Regulatory Bodies, contributing to any necessary changes.
6. Contribute to work on the programme and curriculum design, leading into validating, modifying or revalidating a programme.
7. Contribute to Programme Committees Meetings (PCMs) and other meetings, as appropriate.
8. Brief students on the purpose and use of Module evaluation (Evasys).
9. Ensure any suggested modifications to Modules are brought to the attention of the Programme Leader, support work to address opportunities for enhancement, and contribute to sustaining student engagement through closing the feedback loop.

10. Support the promotion of the NSS, PTES and university student feedback surveys to students.
11. Support the Programme Leader and Academic Portfolio Leaders to complete the Annual Programme Monitoring process, providing module-level data and analysis.

## Experience and Knowledge

### Core

- Broad understanding and appreciation of disciplinary teaching methods, professional practice and research.
- Experience of mentoring, sharing practice or supporting the training and development of colleagues.
- Knowledge of quality assurance, enhancement and academic standards requirements and experience of working to these expectations.
- Experience of designing modules in alignment with subject benchmarks, university priority themes and expectations, and external partner requirements, e.g. employers and accrediting bodies.

### Advanced

- Have led module or wider programme enhancement projects and initiatives which have impacted positively on students.
- Experienced in implementing education or student success strategies and policies.
- Experienced in module design or redesign and programme level design and validation from conception to implementation.
- Knowledgeable around key policy issues at institutional, national and sector wide levels.

## Skills

- Excellent communication skills with staff and students.
- Ability to motivate and influence colleagues.
- Evidence of achieving and sustaining excellent teaching practices.
- Well organised, self-motivated, able to prioritise under pressure and manage a wide and varied workload for self and team.
- Strong decision-making skills, able to assess information accurately and effectively and take ownership of results.
- Well-developed project management skills and ability to use innovation and creativity to solve complex problems.