



Associate Dean of Teaching and Learning

POSITION OVERVIEW

Location	London
Term	Full-time; Permanent
Salary	Up to £70,000 per annum (depending on experience)
Benefits	Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
Start	January 2022

The role

Reporting to the Dean for Academic Development and Innovation, the Associate Dean of Teaching and Learning will oversee and take a leading role in the development and implementation of the College's teaching, learning, and assessment strategies and programme portfolio.

Providing imaginative and collaborative direction and communications, the role holder will:

- Collaborate across the College and the wider Northeastern University network to uphold the College's mission as a world centre of education and ensure that the College is an inspirational, opportunity-filled, and supportive place to study
- Oversee and take a leading role in the development and implementation of the College's Teaching, Learning, and Assessment strategies, with a special remit to foster cross-network integration and inclusive and experiential educational initiatives
- Oversee and take a leading role in the development of guidance, templates, and workshops or other events to foster and promote excellence in teaching and learning

ASSOCIATE DEAN OF TEACHING AND LEARNING JOB DESCRIPTION

- Oversee and guide through new programme and course developments and the delivery of existing programmes and courses, providing direction and guidance to Directors of Studies, Programme Directors, and Heads of Faculties (or Disciplines)
- Take a leading role in programme and course monitoring (assurance and enhancement) processes, ensuring that teaching and learning at the College is continually enhanced in light of experience, outcomes, and national and international policy and sector best practices
- Chair and participate in internal and external committees, working and advisory groups, and panels, as appropriate
- Provide input to college budgeting and planning processes (in relation to academic staffing needs, wider professional staff roles and responsibilities, teaching facilities, and study spaces, for example)
- Maintain positive, regular, communications with faculty and academic services and operations in relation to teaching and learning expectations and initiatives, and promoting and supporting effective communications in all aspects of the work of the institution
- Participate in academic recruitment, where relevant, and provide supportive and constructive line management to Directors of Studies, Academic Developers, and potential new hires related to the role, as the College expands
- Participate in teaching and scholarship activities (envisaged 20%, to be reviewed after 1 year) commensurate with the role
- Participate in the management and development of the institution in line with (and informing) its mission, strategy, and policies
- Uphold and promote equality, diversity, and inclusion across all aspects of the role
- The appointee will be expected to respond flexibly to changing circumstances as part of the academic leadership team, adapting the role to meet the needs of the College

We particularly encourage applications from those with an interest in innovative teaching, learning and assessment; those with experience of supporting a wide variety of students; and those belonging to groups underrepresented in UK higher education. We are open to appointing on a reduced fraction/job-share basis subject to our business needs.

About the College

Founded in 2012, with the aim of providing the highest quality of education in the humanities and social sciences, New College of the Humanities at Northeastern has established itself as a

prestigious higher education institution based in the heart of London. We offer a unique and broad liberal arts-inspired curriculum with highly personalised teaching, with on-the-ground delivery, as well as a range of innovative online and work-related learning degrees. We have recently added new disciplines (e.g. data science, psychology) and the College is undergoing an exciting period of growth, having become part of Northeastern University's global network in early 2019.

A guiding reference point for the College is [Northeastern University's Academic Plan](#).

Additional Information

Enquiries

Informal enquiries may be made to Naomi Goulder (naomi.goulder@nchlondon.ac.uk). However, all applications must be made in accordance with the application process specified.

Application Process

Applications should be made via [this link](#) by 20:00 on **21 December 2021**. Please reference your application "**ADTL1221**".

Please ensure that your application includes a CV and [dossier](#) (alternatively, an equivalent cover letter) that sets out concisely and in ways relevant to this role: (a) your achievements and challenges in the last 12-months, and in your career to-date, in education; (b) what your priorities would be in performing the advertised role; (c) what your objectives are for your future career; (d) a statement of your approach to education. You may use bullet points if you wish.

Participation in the equal opportunities section is encouraged, but voluntary. Applications are welcome from all sections of the community and will be judged on merit alone. We welcome applications from underrepresented groups. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. We can provide Tier 2/Skilled Worker Sponsorship for this role.

Person Specification Criteria

- The ideal candidate will be a senior academic with strengths in the humanities or social sciences and experience in cross-institutional and cross-disciplinary collaboration

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- Leadership abilities to translate strategic educational goals into operational outcomes, particularly in relation to interdisciplinary and applied educational initiatives
- Experience of designing and overseeing the delivery of inspirational, integrated, and effective academic curricula, with an understanding of the regulations, guidelines and/or codes of practice which relate to the role, and the implications of non-compliance
- Excellent team-working skills, emotional intelligence, and a track record of collegial and respectful working relationships with faculty and professional staff
- Experience of successfully coordinating a diverse team of faculty
- Excellent IT skills and evidence of supporting the integration of technologies into learning, teaching and scholarship
- Comfortable with ambiguity and contexts of change (experience with contexts of institutional transition preferred)
- Collaborative; constructive; a strong communicator
- Flexible and pragmatic, but with an eye for detail
- Ready to take ownership and initiative