School of Technology

Director of Education

The Director of Education will provide academic oversight of the undergraduate and postgraduate education activities in the School of Technology, based on in-depth knowledge and understanding of education matters pertinent to the School. The postholder would also be expected to assist the Head of School with revising the School’s undergraduate and postgraduate teaching strategy and monitoring its implementation and feedback. The postholder will chair the School’s Graduate and Undergraduate Education Committees. Formally, the Director will be responsible to the Head of School and, in turn, to the Council of the School.

The overall objective of the School’s strategy in education is to help departments maintain, develop and fund internationally-leading courses in undergraduate and postgraduate education taking into account trends in learning, teaching, delivery and necessary balance of subjects taught. This includes examining and encouraging benchmarks of quality across courses and assisting course-leaders to prepare for reviews by external funders (e.g. for EPSRC CDTs).

The post of Director of Education carries a time commitment of 30% FTE and is offered with a £6k p.a. salary supplement and a 30% buyout of the post-holder’s teaching duties. Whilst undertaking School duties, the postholder will be expected to be based largely in the School’s Office to ensure close liaison and aid ideas generation with members of the School’s Office team.

The priority responsibilities of the post will be:

1. to help develop a clear-sighted, coordinated strategy for the management and development of undergraduate and postgraduate education;
2. to consider and promote opportunities for new Triposes and new graduate courses;
3. to work with the Centre to help ensure smooth introduction of electronic capture, on-line learning and testing and other new developments in pedagogical innovation;
4. to encourage dissemination across the School and sharing of best practice in undergraduate and postgraduate teaching and learning;
5. to establish and implement a sound governance structure to manage the EPSRC CDTs; ensuring the development of good practice and consistent management across programmes;
6. to provide School-level strategic oversight of undergraduate and graduate student feedback, analysing the surveys and taking the lead on improvement plans as necessary, in order to enhance the quality of teaching and improve student experience;
7. to play an active role on the relevant central education committees and to represent School effectively on education matters,
8. to chair the School’s Graduate and Undergraduate Education Committees and provide academic leadership at the School level,
9. to contribute to the Planning Round in the areas of undergraduate and postgraduate education (such as forecasting planned undergraduate and postgraduate numbers taking into account departmental inputs) with an informed knowledge of the financial consequences of changes; and
10. to assist with determining the costs of running MPhil and related programmes as part of a wider University review.

The person appointed is expected to be at the level of a University Senior Lecturer, or above. The role will be effective from 23 April 2019, to provide an overlap with the Director of Graduate Education, Dr Moultrie. The normal length of tenure is four years.

The deadline for candidates to express an interest in the role is 9 a.m. 1st March 2019. Expressions of interest should consist of a CV and a brief statement of interest in the role and ambitions for the
School, and be emailed to the Secretary of the School, stl10@cam.ac.uk. Interviews will take place in the week commencing 11 March 2019.

If you would like to discuss the role with a view to making an expression of interest, please do not hesitate to contact one or more of the following for further information and informal advice:

Professor J. S. Dennis, Head of School, jsd3@cam.ac.uk, 34787
Dr Shui Lam, Secretary of the School, stl10@cam.ac.uk, 32795

Person Specification:

Demonstrable vision and leadership in teaching and education to help shape strategic agenda for a highly devolved School characterised by a consensual style of governance

Willingness to work enthusiastically as a team member with the Head of School, other members of the School Office, the Heads of Department and academics in Departments.

The ability to identify and prioritise key areas of opportunity, challenge and risk.

The ability to think about teaching and educational opportunities and grasp ideas and understand teaching outside the candidate’s own area of expertise.

A general understanding of key issues relating to the School, the wider University and the national higher education sector.

Ability to maintain effective working relationships with a variety of senior colleagues across a highly varied set of disciplines and professional functions.

Ability to understand and grasp details whilst understanding the bigger picture.

Good communication skills.

1 February 2019