

Job description

Graduate Diploma Programme Manager

Context

INTO is an organisation working in partnership with leading British Universities and investing in the development of world-class international student centres. It specialises in preparing students for undergraduate and postgraduate study in the UK. Our Centres deliver guaranteed progression onto leading British undergraduate and postgraduate courses. Each INTO Centre is managed by a joint venture management board in which INTO and the partner university are equal shareholders

Reporting line

Employed by INTO University of Stirling, the post holder reports to the Centre Director.

Job purpose

To work with the Centre Director and INTO management team to provide first class academic and pastoral provision for all students within the parameters of the agreed educational, commercial and recruitment targets.

Job Dimensions

Responsible for a team of teaching staff, the Graduate Diploma Programme Manager will have contact with key stakeholders in the partner University, internally across INTO organisation and with external stakeholders.

Key accountabilities and duties

- To lead the Programme team, including the recruitment, induction, development and performance coaching (PMPD) process.
- To deliver an excellent student experience across all aspects of the programme and seek excellent student outcomes.
- To share and promote good practice across programmes and contribute to identified Centre training priorities
- In conjunction with the Programme Team, be responsible for the production of examination papers and schemes of assessment, ensuring that marking and collation of marks and student feedback are completed to agreed deadlines.

INTO UNIVERSITY OF STIRLING
INTO UNIVERSITY OF STIRLING BUILDING
UNIVERSITY OF STIRLING
STIRLING
FK9 4LA
SCOTLAND
UNITED KINGDOM

T +44 [0]1786 466255
E into@stir.ac.uk
W intostudy.com/stirling

- To oversee student progress on the programme and coordinate intervention strategies where appropriate.
- To oversee and embed academic tutorial support provided to students on the programme.
- In collaboration with the Academic Support Team, to manage the allocation of students and teaching resource to ensure quality provision with an understanding of resource constraints and commercial imperatives (e.g. timetabling, materials).
- To manage a programme budget.
- Maintain excellent relationships with INTO colleagues, University staff and other external stakeholders, acting as a positive ambassador for INTO at all times.
- Representing the Centre at IUP meetings and staff conferences as appropriate.
- Contribute towards the Centre's teaching resource, demonstrating role model behaviour in relation to the quality and standards of work.
- Contribute to, communicate and implement key Centre policies and decisions.
- Managing staff through regular team meetings, provide on-going support and guidance with regard to programme goals, curriculum, materials and methodology.
- Undertake teacher observations and provide developmental feedback in line with agreed schedules.
- Ensure internal and external quality assurance and validation processes are prepared for and adhered to in relation to the programme.
- Undertake reflective and effective programme evaluation and subsequent improvement taking into account feedback from students, the teaching team and other colleagues.
- To identify and develop new programme opportunities as appropriate.
- In conjunction with the Centre Director, ensure that content subjects and English language learning are fully integrated within the programme.
- Work collaboratively with the Academic Support Team to provide all required information in a timely manner.
- To refer students who cause welfare concerns to the Head of Student Services or Welfare team.
- Complete all necessary administration duties, such as writing student references and reports to required deadlines.
- To apply the Disciplinary Code in line with Centre Procedure.
- Liaise with the University Placement Officer to ensure students reach their progression aspirations.
- Ensure that the programme continues to meet students' needs and develop the curriculum as necessary.
- To understand market context and respond to market demand.
- To contribute towards and work within the overall Centre strategic and operational plans.
- Be a member of the Senior Academic Team, Extended SMT and the Joint Board of Studies.
- Adhere to the Centre Safeguarding policy, the UK national guidelines and legislation; relating to the care of children and vulnerable young adults studying at INTO University of Stirling. All employees have a responsibility to safeguard and promote the welfare of all of our students regardless of age.
- Promote a culture that takes account of the diversity and wellbeing of international students.
- **Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request.**
- **We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.**

Location

INTO University of Stirling

Salary

Band E: £35,936 – £48,621 per annum

Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to an Enhanced Disclosure Scotland PVG (prevention of vulnerable groups) check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

INTO is an equal opportunities employer.

INTO Giving is the charitable arm of INTO University Partnerships and is committed to increasing access to education and improving the quality of education for disadvantaged young people around the world. INTO employees are encouraged to take an active role in INTO Giving. To find out more please visit www.into-giving.com.

Person Specification

	Essential	Desirable
Legal Status	<ul style="list-style-type: none"> Enhanced Disclosure PVG (prevention of vulnerable Groups) check will be required prior to confirmation of appointment. Eligibility to work in and travel freely to and from the UK, i.e. valid UK or EC passport. 	
Education/Qualifications	<ul style="list-style-type: none"> Post-graduate qualification in relevant subject area. Teaching experience in relevant area 	<ul style="list-style-type: none"> PhD holder. Teaching qualification, eg PGCE
Skills/Knowledge	<ul style="list-style-type: none"> Student-centred and committed to providing an exceptional student experience. Ability to inspire and support students to achieve their potential. Demonstrate leadership and competence in teaching to international students. Excellent command of written and spoken English. Energy, drive and ambition. Demonstrate ability to manage and motivate effective teams in a fast changing environment. Proven planning and organisational skills. Excited by and responsive to the challenge of working with international students. Facilitative management style. Ability to think and plan ahead and contribute to the Centre's operational strategy. Demonstrate the ability to manage change. Ability to communicate and influence others at all levels and ensure the message is clearly understood. Ability to maximise the efficiency of resources available within the agreed constraints. 	<ul style="list-style-type: none"> Understanding of legal and operational matters that relate to the running of a Centre. Ability and willingness to travel internationally from time to time

	<ul style="list-style-type: none"> • High level IT skills and competence in production and analysis of data. • Ability to prioritise, meet deadlines, and work under pressure. • Sound judgement, analysis and decision making skills. • Effective stakeholder management with peers, senior managers, University stakeholders, parents and students from a range of linguistic, ethnic and cultural backgrounds. • Sound commercial judgement, with the ability to balance the need to deliver quality programmes within the agreed financial parameters. • Ability to put in place systems and processes that are effective and efficient and produce quality, timely management information. • Ability and willingness to travel internationally from time to time. • An understanding of UK higher education and the needs and requirements of international students. • Committed and responsible for promoting and safeguarding the welfare of children and young adults 	
--	---	--

Key Competencies

Leading and deciding:

- Deciding and initiating
- Leading and supervising

Supporting and co-operating:

- Working with people
- Adhering to principles and values

Interacting and presenting:

- Relating and networking
- Persuading and influencing
- Presenting and communicating information

Analysing and interpreting:

- Writing and reporting
- Applying expertise and technology
- Analysing

Creating and conceptualising:

- Learning and Researching
- Creating and innovating
- Formulating strategies and concepts

Organising and executing:

- Planning and organising
- Delivering results and meeting customer expectations
- Following instructions and procedures

Adapting and coping:

- Adapting and responding to change
- Coping with pressure and setbacks

Enterprising and performing:

- Achieving personal work goals and objectives
- Entrepreneurial and commercial thinking