

SCHOOL OF MEDICINE APPOINTMENTS

DIRECTOR OF PG TEACHING (DoPGT)

1. **Context.** The appointment holder promotes quality enhancement of, and leads development of strategy and policy for, all Learning, Teaching and Assessment of existing PGT courses and modules housed within the School and researches and develops opportunities for new PGT courses.

2. **Purpose, Responsibilities and duties.** These duties stem from the University document; ['The Role of a Director of Teaching'](#) and School of Medicine specific requirements

- a. In conjunction with DoT, develop the School's strategy for provision of PGT programmes, including delivery of programmes via the Graduate School.
- b. Provide guidance to academic Programme Leads in the development and implementation of new and existing programmes.
- c. In conjunction with the Deputy DoT, monitor the quality of delivery and all processes relating to PGT learning, teaching and assessment.
- d. Represent the School at University level on matters with respect to provision of PGT learning, teaching and assessment.
- e. In conjunction with DoT and Academic Lead for Assessment, develop School strategy and policy for learning, teaching and assessment of PGT courses.
- f. Advise whether any PGT initiatives require approval via appropriate channels (i.e. School Teaching Committee, Curriculum Approvals Group).
- g. In conjunction with relevant line-managers and Course Directors, appoint Module Controllers for PGT programme modules.
- h. Promote Quality Enhancement of L, T & A, at PGT level including interactions with CAPOD.
- i. Contribute to the School Self Evaluation document and Annual Academic Monitoring reports and attends meetings as required by the Academic Monitoring process.
- j. In conjunction with Course Directors, ensure all PGT publications (prospectus, course catalogue etc.) are up to date and accurate.
- k. Work closely with the Pro Deans on student support and welfare.
- l. Liaise with School Library Representative to oversee library provision for all PGT programmes.

3. **Interactions:**

- a. The DoPGT reports to the DoT and liaises with Postgraduate Pro-Dean for Taught Programmes, Deputy DoT, School of Medicine PGT Course Directors and teaching support team.
- b. Is a member of the Assessment Team, Teaching Committee, PGT SSCCs and may be called to the School Ethics Committee.

4. **Tenure / scale:**

- a. The tenure is 3 years. The appointment is for 3 years in the first instance. An extension is possible for either another full period of 3 years, or 1 year at a time. The maximum tenure is 6 years.
- b. A part time appointment amounting to 20% FTE.

5. **Eligibility / Qualifications:**

- a. Estimated workload is 350 hours per annum. Role holder would be required to be available to the School at key times in the academic calendar to effectively fulfil role (e.g. pre, post and during assessment period, Wednesday afternoons as required to attend University meetings).
- b. May also be a Head of Division.