

School Head of Teaching and Learning – Role Descriptor

Role: School Head of Teaching and Learning¹

Reporting to: Head of School or nominee

Duration: Normally for a period of 3 years, at the discretion of the Head of School

Role Summary

The role of School Head of Teaching and Learning is to support the Head of School by providing leadership and strategic advice on matter relating to teaching and learning, and the quality of the educational experience. They will support and promote the development of best practice in curriculum design, teaching, learning and assessment within their school and within programmes to which their school contributes. This is a recognised leadership role within the School.

Principal Duties and Responsibilities

1. Provide leadership in the implementation of the University Education Strategy at school level, including aspects relating to student engagement and the student academic experience.
2. Promoting best practice and developments in curriculum design, teaching, learning and assessment strategies.
3. Provide support and advice to faculty and staff in relation to teaching, learning and assessment issues.
4. Represent the School on the College Teaching and Learning Committee.
5. Convene and chair the School's Teaching and Learning Committee.
6. Stimulate and support the development of scholarship and research into teaching and learning within the School.
7. Disseminate information on Teaching and Learning events, awards, grants, development opportunities, and relevant policy updates.
8. Support the Head of School and Head(s) of Subject in the oversight of all taught provision offered by the School (undergraduate and graduate) and contribute to processes to assure and enhance quality.

Key Relationships

The Head of School is expected to provide the appropriate support and resources to enable the School Head of Teaching and Learning to carry-out their role. The duties of the School Head of Teaching and Learning will be conducted in consultation with the Head of School, Heads of Subject, Section Heads, Programme Deans, College Vice-Principal for Teaching and Learning, UCD Teaching and Learning and College Liaison (Curriculum Team).

¹ Title of role may vary from school to school