



Subject Lead Student Experience - School of TBC

Responsible to:	Dean with Responsibility for Student Experience
Faculty / Institute:	Faculty of
Term of Office:	3-year term
Hours:	Allocation of 150 - 500 hours dependent on size and complexity*

*Complexity may include: large cohorts; international students

Duties Summary

To oversee and enhance the student experience in the School through the co-chairing of the Faculty Academic Development Committee and the chairing of the School Academic Development Committee. This will include engaging and communicating policy documents on Teaching and Learning to academics to develop a student-centred curricula. To work with the SL NSS and take responsibility for overseeing the promotion of the NSS for their School through engagement activities and an agreed strategy.

Main Duties and Responsibilities

- Co-Chair of the Faculty Academic Development Committee as well as, Chair to the Schools Academic Development Committee.
- Implement the University Retention strategy for the Faculty / School.
- Represent the School and Faculty in meetings about student engagement, student experience and those in relation to operations aligned with the student lifecycle.
- Ensure student engagement, retention strategies and student experience is embedded in the review and validation of all programmes in the School and Faculty
- Lead on complaints from students, advising academic staff of procedure, policy and process
- Support academic staff and liaise with relevant QSMs on key quality assurance processes to include programme validations and revalidations, modifications, programme reviews, external examining and proposals for programme interruption to recruitment and closures.
- Lead, motivate and manage the academic staff to deliver on strategic objectives around student experience, engagement and retention.
- Work with relevant University departments and committees on Student Welcome and Induction activities, training and CPD for School and Faculty academics
- Work with other School SLs for student experience in other Faculties to ensure sharing of good practice and uniformity of processes

- To support academic staff in recruitment strategies and resource development and ensure the student experience is at the heart of recruitment-based activities such as Open Days, Experience Days and school visits
- To ensure the student voice is given a relevant and prominent platform in the School and Faculty through student/staff forums and feedback surveys
- To support the Dean responsible for Student Experience and undertake any tasks that are required within this remit
- Work collaboratively with academic and professional service colleagues to provide an integrated and streamlined approach to implementation of the NSS as well as, responding to targeted programme level issues during the NSS period.

The level of teaching may vary and will be determined by the Head of Department with input from the Dean.

St Mary's University reserves the right to change and amend these duties in accordance with the changing requirements of the organisation.