**Director of Teaching (Strategy and Long-Term Planning)**
- Strategic development
  - Input to School Plan
  - Initiating working groups e.g. digital learning, online courses, …
  - Liaison with Recruitment Committee, attendance of RC meetings
  - Attending meetings of and reporting to Strategy Committee
  - Member of School Executive Group and attendance of meetings
  - Member of Computing Strategy Group and attendance of CSG meetings
  - Coordination of outreach activities (liaison with relevant staff members)

- Curriculum Development
  - Chairing Board of Studies
  - Oversight of BoS course proposals/changes and interaction with proposers
  - Initiating and chairing annual academic review (curriculum)

- Policies
  - Development and implementation of teaching policies (in conjunction with relevant staff, to be tabled at TC)

- Representation and Interaction (with College/University and Informatics Staff)
  - Attendance of CLTC and reporting back to School/TC
  - Presenting at General Meeting

- Staff Development
  - Responsible for teaching staff personal development, e.g. HEA Fellowships
  - Performance monitoring (together with feedback officer and DDoT, e.g. identifying issues flagged up in student and course surveys)
  - Liaison with QA officer

- Communication
  - Communication with students (together with DDoT: e.g. townhall meetings, updates from BoS and TC)
  - Communication with staff e.g. on new policies/initiatives

- Other
  - Responsible for high level initiatives (e.g. TPR)

**Deputy Director of Teaching (Teaching delivery and day-to-day business)**
- SCAO
  - (College) Concessions (final decision; possibly keep SCAO a separate role?)
  - Dealing with complicated Special Circumstances cases (together with Senior-PT)

- Feedback and Assessment
  - Liaison with feedback officer e.g. about various student surveys
  - Regulations expert for Board of Examiners

- Preparation for start of semester
  - Setting up and running of course enrolment (together with ITO and PTs)
  - Teaching/Admin Duty Allocation

- Teaching Committee
  - Chairing Teaching Committee
  - Preparation of Teaching Committee meetings (liaison with ITO and teaching staff)

- Liaison with student reps
- SSLC
  - Weekly meetings with student reps, maintenance of blog, following up issues

- Liaison with key teaching staff
  - Liaison with year organisers and Exam Board Conveners
  - First point of contact for inquiries from ITO
  - Weekly meetings with ITO Manager

- Teaching Resources and Training
  - Responsible for approval of teaching resource bids (marker, tutor, demonstrator)
  - Oversight of tutor training

- Other
  - Dealing with official complaints
  - Attendance of meetings of the Network of the Directors of Teaching
  - Tier-4 issues (together with Head of Student Services)

**Support Role**
- Email (initial filtering and forwarding, following up where necessary, responding to trivial queries)
- Calendar management
- Dealing with concession requests initially (escalate to DDoT if required, e.g. for College concessions)
- Keeping track of on-going activities, maintaining to-do list