

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