

Associate Dean

Company:
Global Banking School

Location:
United Kingdom / Flexible

Discipline:

Employment Type:
Permanent Full-time

Posted:
2022-09-15

Contact Person:
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Associate Dean - GBS Plus (Online Platform) (1648)

Location Flexible

Appointment Type Permanent

Job Type Academic

Full Time/Part Time Full-time

Hours 40

Salary £55,000 - £65,000

Ref No 1648

Project Overview:

Global Banking School (GBS) will launch a new educational platform that aims to provide online learning to learners across the world. The target audience for this platform is going to be professionals who aim to develop mastery in a particular domain to advance their career. GBS is going to help them achieve this by giving them a blended and/or online only learning experience.

The project involves building a platform which can host multiple courses with varying parameters. It aims to be a massive open online course platform with a few aspects of a learning management system.

Role Purpose:

To provide leadership across GBS Plus to ensure the highest quality student learning experience through promoting and developing high impact teaching, rigorous assessment methods and provision of learning resources, especially through e-learning. Main responsibilities are to lead and support in all aspects of academic provision at GBS Plus. This includes but is not limited to; course design and implementation; providing continued academic support and guidance to GBS Plus

students and day-to-day management of academic tutors. You will also assist the Head of LRT with the recruitment of academic staff as required. The following section outlines a more detailed description of the duties of this post.

Please note this role can be based at any GBS campus.

Main Responsibilities

- To lead across GBS Plus to promote, support and develop the highest quality teaching and learning to help ensure GBS Plus meets targets set for student retention, progression and achievement.
- To recruit and provide dedicated academic resources to the content development process.
- To liaise with certificate providers and work with the content production team to ensure all course specifications and quality assurance are met.
- Liaises with Exams centres to help co-ordinate examination entries and certificates.
- To develop, coordinate, implement and deliver high quality live-online programmes for our students.
- To provide leadership and staff development to implement high impact teaching and learning strategies with all teaching staff across GBS Plus.
- To develop, coordinate, implement and deliver a programme of student support for all our students. Providing continued academic support and guidance to students including tutorials; ensures the tutorials take place and are followed through by their teacher in a systematic way; offering every support to the student in his/her academic aims. Ensures that feedback from the tutorial sessions is disseminated to all relevant parties in a timely manner.
- To promote high quality learning resources and innovative learning opportunities through e-learning, including the use of VLEs.
- To promote innovation in assessment that helps avoid students engaging in academic misconduct.
- To support teaching staff, where appropriate, to engage with and gain recognised teaching qualifications and higher qualifications related to their subject expertise and teaching duties at GBS.
- To support teaching staff to develop academic content material for their teaching.
- To be engaged with best teaching and learning practices in higher education in the UK and internationally.
- To write reports on teaching, learning and assessment, as required, for consideration by committees/boards of the GBS academic governance structure.
- To engage in teaching duties, as agreed.
- To write high quality reports using quantitative and qualitative data for internal and external audiences, as required.
- To work efficiently, accurately and with attention to detail.
- To develop, coordinate, implement and deliver a programme of staff development for teaching staff to deliver the highest quality, innovative and engaging teaching and learning to all our students.

Requirements

Essential Skills and Experience

- Demonstrates a genuine interest in e-learning technology and implement e-learning courses and make it successful.
- Demonstrates strong interest in growth and knowledge in the realm of adult learning theory and education technologies

- Excellent interpersonal and communication skills with an enthusiastic approach
- Experience of upholding academic standards and enhancing the student learning experience
- Experience of working in partnership with universities and other higher education related organisations
- Knowledge and understanding of implementing internal quality assurance systems and external quality assurance, including the QAA and Office for Students.
- Good honours degree and masters degree, preferably PHD
- Recognised teaching qualification, for example, with the HEA.
- Ability to balance multiple projects while working constructively in a team environment
- Strong attention to detail, initiative and follow-through
- Motivated and self-driven and comfortable in a fast moving, dynamic environment

Desirable Skills and Experience

- Experience of quality assurance reviews, for example the QAA
- External examining at UK universities and other higher education providers
- PhD and research publications
- Senior leadership experience of leading through a period of significant change

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