Curriculum Support Coordinator

Faculty of STEM

Academic Related Grade 6

Line Manager: Teaching Manager

Line Management: Curriculum Assistants (G5)

Purpose Statement

The range of activities undertaken by the Boards of Studies and the Curriculum Delivery Team is such that a flexible approach to staffing the support of that activity is required. To achieve this, all grade 6 and grade 5 staff resource will be held within the curriculum strategy and governance area and be managed indirectly by the Head of Curriculum Strategy and Governance. The Teaching Managers, who will directly line manage the Curriculum Support Coordinators, who in turn will manage the grade 5 Curriculum Assistants, will liaise closely with Qualification Managers to ascertain resource requirements for the delivery of the curriculum with the Schools. The Curriculum Support Coordinator thus provides support for the Board of Studies and the Qualifications within the Board of Studies and for interdisciplinary qualifications, across Boards of Studies.

The role of the G6 Curriculum Support Coordinator is therefore to provide support to the Teaching Manager and the Board of Studies Chair (likely to be the Director of Teaching), and to line manage the grade 5 Curriculum Assistants associated with the curriculum allocated to that Board of Studies, in accordance to the requirements specified by the Qualifications Managers within the Curriculum Delivery Team.

Outline of job

Board of Studies support (anticipated proportion of time – 35%)

1. To provide secretarial support to the Teaching Manager including diary management. To provide support to the Board of Studies Chair in connection with their Board of Studies duties.
2. In liaison with the Teaching Manager, to provide secretarial support to the Board of Studies, ensuring that its membership and proceedings are in accordance with the approved University Terms of Reference and the internal procedures of the Faculty.
3. To support the Board of Studies Chair and Teaching Manager in organising and preparing for the Board of Studies meetings, including support for minute-taking, coordinating agendas, preparation of papers and follow-up activities. Also, ensuring effective liaison between the Board of Studies, the Qualifications and other relevant Faculty committees and their administrators.
4. Extract data from OU information systems. Prepare statistical data for reports.
5. To maintain accurate records of the business of the Board of Studies, including managing the contracts, liaison and formal contact with the External members.

Qualification Support (anticipated proportion of time – 45%)

6. To be responsible for the standards of materials prepared by the Curriculum Assistants (CAs), including consistent application of templates, styles and procedures, with particular
responsibility for presentation materials (assignment guides, tutor notes, examination papers).

7. Where required, assist with materials preparation and handovers.

8. Assist with end-of-presentation assessment activities such as Module Result Panel and Cluster Board meetings, external examiner contracts etc.

9. Assist with the coordination and production of annual updates of printed and online materials for qualifications/modules, ensuring consistency and accuracy.

10. Deal with initial enquiries from a variety of sources e.g. VOICE, other areas of the University and external agencies, recording appropriately and liaising/referring to the Qualifications/Curriculum Managers as appropriate, for a response.

11. Assist with the provision of published sources of information such as prospectuses, module descriptions and qualification/pathway information to websites etc. and work with staff to ensure consistency and accuracy across media.

12. Work with Curriculum Managers and Curriculum Assistants to check the accuracy and consistency of the content of the qualifications/module websites and co-ordinate updates as appropriate.

13. Enter and update qualification related information on university and faculty systems accurately and with timeliness.

14. Prepare documentation for external reviews and accreditations as required.

15. In partnership with the Qualifications Manager, monitor expenditure against budget, maintaining university and faculty records, ensuring timely payment of consultants and preparing information for quarterly forecasts.

16. Consultancies – raise permissions for new members of staff and liaise with HR & Finance regarding queries in procedures and policies. Authorise payments input by CAs and raise contracts under the direction of CMs.

17. Assist with Stage Gate documentation and reviews of modules across qualifications including quality assurance processes.

Line Management (anticipated proportion of time – 15%)

18. To provide line management for the CAs working within the Board of Studies. To be involved in recruitment, induction, probation, CDSA, workload planning and allocation, training and development.

19. Co-ordinate Workload Planning returns of CAs within the Board of Studies.

Other (anticipated proportion of time – 5%)

20. Organize CDSAs of CMs within the Board of Studies and maintain tracking spreadsheet.

21. Liaise with STEM-Staffing to maintain accurate records of absence, including sick leave and annual leave, of Teaching managers, Qualification Managers, Curriculum Managers (CMs) and Curriculum Assistants within the Board of Studies.

22. To undertake such additional Grade 6 duties as may be required e.g. manage central script marking activity, clerical support to tutor briefings/debriefings

Person specification

Essential

- Good general secondary education in science subjects to at least A-level or equivalent.
- Evidence of successful clerical/administrative work experience.
• Excellent information and communication technology skills, including experience of using tools such as spreadsheets or templates to publish to websites. Ability to use Microsoft applications, particularly Word, Excel and Outlook.
• Good planning and organisational skills with the ability to work pro-actively, cooperatively and responsively in a variety of team settings.
• Excellent interpersonal skills with experience of building good relationships and managing, organising or co-ordinating others.
• Evidence of the ability to solve problems, using information from a variety of sources to aid analysis, and make timely decisions.
• Excellent attention to detail.
• Good oral and written communication skills.
• Ability to work flexibly and in an adaptable way, sometimes under considerable pressure.
• Commitment to equal opportunities policies and practices.

Desirable criteria

• First degree in science or a related subject.
• Experience of using media such as virtual learning environments (VLE) and Moodle Forums.
• Experience of managing small projects including co-ordinating and scheduling tasks and ensuring delivery to quality standards and schedule.
• Experience of using the internet and electronic conferencing in a work environment.
• Experience of using OU systems such as PLANET, VOICE, CIRCE.
• Experience of managing budgets and ensuring cost effectiveness.
• Knowledge of the higher education environment.