

SMPS: School Director of Postgraduate and Professional Studies

The School Director of Postgraduate and Professional Studies (SDPPS) acts as a focal point within the school for co-ordinating and championing Postgraduate Taught (PGT) and Continuing Professional Development (CPD) initiatives, particularly in the identification and development of new course opportunities, and in the enhancement of recruitment activities to support ongoing programmes. The School Director of Teaching and Learning has an overarching responsibility for overseeing the design and delivery of PGT programmes within the School, but the SDPPS has a more dedicated focus on the instigation and continued enhancement of PGT/CPD provision. Key features of the role include:

1. Liaison and cooperation with colleagues, both within the School and across the University more widely, to develop PGT provision and promote recruitment:
 - To be an active member of the School Directors of PGT Studies Community of Practice, and to liaise with colleagues in equivalent roles across the University;
 - In cooperation with Director of PGT Studies counterparts in other schools, supporting and facilitating initiatives which involve more than one school
 - Within the School to maintain active liaison and appropriate collaboration with the SDTL, School Director of Internationalization, PGT Programme Directors, PGT Admissions Tutors and others.

2. To provide leadership in the development and enhancement of PGT and CPD provision within the School, and to be actively involved in championing initiatives designed to:
 - Improve the level of student recruitment onto postgraduate taught programmes;
 - Increase levels of student satisfaction with postgraduate taught provision, as measured by PTES surveys;
 - Promote a more diverse student body, including the development of new and existing programmes that are accessible to in-career professionals seeking part-time and/or on-line modes of study;
 - Seek to generate a new income stream from CPD provision

3. To maintain an oversight of the PGT programmes offered within the School and ensure that quality assurance procedures are functioning effectively with regard to:
 - International partnerships and overseas programme provision;
 - Examinations and assessment processes;
 - The production and scrutiny of Annual Programme Reports;
 - The appointment of, and liaison with, external examiners;
 - The preparation for, and response to, Periodic Review or external accreditation events.

Notes:

- (a) School Directors of Postgraduate and Professional Studies will be appointed by the Head of School, for a term of three years.