



Head of Teaching and Learning Enhancement

Park End Street, Oxford and Egrove Park, Oxford
Grade 9: £52,815 - £61,198 per annum
Permanent, full time
Saïd Business School, University of Oxford



The role

The Head of Teaching and Learning will provide leadership for Teaching and Learning Enhancement at Oxford Said in support of its commitment to teaching excellence. This is a senior role for an educational development professional to contribute to a teaching strategy working closely with individual members of Faculty, degree programme teams, and senior leadership.

The School's faculty develop and deliver teaching for undergraduate and masters and programmes, including the School's flagship E/MBA programmes. The Head of Teaching and Learning Enhancement will support their in-person and virtual teaching with a vibrant programme of teaching development and celebration of best practice (including onboarding, personalized development plans, coaching and mentorship, and delivery of training and online resources) and promote and facilitate teaching innovation. This role will play a pivotal part in shaping an excellent learning experience, enacting the strategic priorities for Teaching and Learning at the School, and bringing best practice from the wider University and business school sector.

You will be experienced in educational development and enhancement within a higher-education setting and will use your expertise to contribute to dynamic approaches to teaching practice. The ability to take a research-informed approach to educational development and to gain within the role the professional respect and trust of faculty will be essential.

Queries about the post should be addressed to Janette Nhangaba, Director of Student Services at Said Business School. All enquiries will be treated in strict confidence; they will not form part of the selection decision.

Responsibilities

The Head of TLE will have an operational reporting line to the Director of Student Services and will work closely with faculty leadership, the Director of Faculty Services, and with teachers at all levels within the School. The postholder will be affiliated to the central University's Centre for Teaching and Learning with whom there will collaborative working expected to be in the region of two days per month.

The main duties of the post are as follows:

Policy and priorities

- Partner in the development of strategic planning and lead the operational implementation of strategic priorities for Teaching and Learning Enhancement at the School and in consultation with senior stakeholders. Ensure plans are grounded in current research in higher education and benchmarked against sector.
- Work in close liaison with the Deputy Deans, the Director of Faculty Services, faculty leadership and Programme Directors to identify priorities for the School's enhancement of learning and teaching.

Development and Delivery

- Be a confidential and trusted point of advice for faculty on matters relating to their professional development as teachers, prioritizing those in the initial period of office.
- Act as a specialist advisor to faculty and programme leads as required on matters of curriculum and assessment structure for programme design and for lesson or module development. This includes both in-person and hybrid delivery, development and review, and advice on accreditation/assurance of learning.
- Support individual teaching development through confidential instructional coaching at the request of faculty members or as part of a tailored development programme.



- Lead on the development and delivery of faculty inductions, bespoke one-year development plans for all new faculty, peer observation, mentor schemes and other teaching development activities.
- Work closely with Programme Directors and faculty leadership, analysing internal data, and benchmarking best practice in the sector to identify emerging training and development opportunities and innovation; researching options; putting in place provisions; monitoring impact.
- Provide specialist advice to teams on appropriate assessment methods and support innovation in assessment.
- Effectively and supportively line manage teams with responsibility for efficient delivery of the VLE experience and Faculty guidance

Collaboration and Partnership

- Engage with colleagues within the University's Centre for Teaching and Learning and the wider collegiate university on the educational development of academic staff and the enhancement of educational provision.
- Contribute to other projects at the School including working closely with the Change Programme Director and other professional services' and faculty colleagues at the School to inform pedagogy, evidence impact, and drive excellence.
- Play an active and influential part in national and international initiatives and networks for educational development.
- Undertake benchmarking of comparator schools within the business school sector.
- Keep abreast of research developments in education/learning science.

Selection criteria

Essential selection criteria

- Educated to degree level or equivalent.
- Knowledge and significant experience in learning science, educational development and enhancement within a higher education setting.
- Ability to give instructional coaching on teaching delivery for faculty at all levels of experience and for both in-person and virtual classrooms. If required, the School will support the successful candidate in obtaining professional coaching accreditation.
- Ability to work effectively and collaboratively with colleagues in different roles (faculty, professional services, learning technologists) to contribute an open and innovative approach to policy formation and training delivery within and beyond the School.
- Ability to take a research-informed approach to designing, delivering and evaluating educational development.
- Evidence of an understanding of inclusivity and equal opportunities in teaching and learning in higher education.
- Evidence of understanding of the operating cultures and career development needs of academics in research-intensive universities.
- An understanding, or the ability to develop an understanding, of the specific teaching context of the University of Oxford and of the business school sector.
- Tact, discretion and the ability to gain the trust and confidence of faculty members on sensitive and personal matters.
- Experience of line management and the development of high functioning teams.
- Excellent written communication skills, including the ability to write complex papers,



analyse data, and make cases for new initiatives.

- Ability to lead and inspire faculty, and professional and support staff to contribute productively to realise objectives.

Desirable selection criteria

- A professional coaching qualification.
- A research doctorate, EdD, or equivalent.
- Experience of teaching and learning within the business school sector.
- Professional recognition as a Fellow, Senior Fellow or Principal Fellow of the Higher Education Academy.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at <https://www.jobs.ox.ac.uk/pre-employment-checks>.



About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford. For more information, please visit www.ox.ac.uk/about/organisation.

Saïd Business School

Saïd Business School blends the best of new and old. We are a vibrant and innovative business school, but yet deeply embedded in an 800 year old world-class university. We create programmes and ideas that have global impact. We educate people for successful business careers, and as a community seek to tackle world-scale problems.

We deliver cutting-edge programmes, including the highly regarded MBA, Executive MBA, a number of specialist MScs, a portfolio of custom

and open programmes and accredited diplomas for executives, and we undertake ground-breaking research that transform individuals, organisations, business practice and society. We are an international and outward looking School with our programme participants coming from more than 50 countries.

We seek to be a world-class business school community, embedded in a world-class University, tackling world-scale problems.

Sustainability

Saïd Business School is committed to the highest standards of environmental sustainability, preserving the planet for future generations and acting in a socially sustainable manner. As an employee you are expected to uphold these commitments in accordance with our Environmental Policy. You can learn more about our organisation's sustainability efforts at:

<https://www.sbs.ox.ac.uk/about-us/school/sustainability>.

Diversity and Inclusion

Oxford Saïd is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. We recognise that the broad range of experiences that a diverse staff and student body brings strengthens our research and enhances our teaching, and that in order for Oxford to remain a world-leading institution we must continue to provide a diverse, inclusive, fair and open environment that allows everyone to grow and flourish.

Oxford Saïd holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.



Our Values

To better understand our Values, what behaviours demonstrate them and how they are involved in your everyday work we have created the below descriptors.

Transformational

We challenge constructively, provoke thought, and influence and inspire others to develop.

Respectful

We are caring, supportive, appreciative, embrace difference and value each other's opinions.

Entrepreneurial

We embrace and encourage change and innovation. We are creative, flexible and brave.

Collaborative

We are stronger together. We are inclusive, approachable, listen to others and value good communication.

Purposeful

We are a community who believe in sustainable growth, and are responsible, principled and transparent.

Excellence

We are professional, focused and aligned, and have a responsibility to do the very best we can.

Wellbeing

Saïd Business School acknowledge the importance of wellbeing, in enabling people to thrive at work and ensure a work-life balance. It provides a number of initiatives to help support wellbeing and would encourage you to participate. At an individual level, wellbeing means recognising what helps us remain resilient and taking appropriate steps. If we experience difficulties, doing our best to rectify them and making our line manager aware of aspects that they could support us with.

Further information about Saïd Business School is available at www.sbs.oxford.edu.

Social Sciences

Oxford Saïd is a department within the Social Sciences Division, one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority; and responsibility for providing a broad strategic focus across its constituent disciplines.

The Social Sciences Division represents the largest grouping of social sciences in the UK: home to a number of outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses. For more information please visit <https://www.socsci.ox.ac.uk>.



How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description. As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education or during career breaks (such as time out to care for dependants). Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

If you need help

Help and support is available from <https://staff.web.ox.ac.uk/recruitment-support-faqs>. If you require any further assistance please email HR.Recruitment@sbs.ox.ac.uk. To return to the online application at any stage, please go to www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.



Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>.

The University's Policy on Data Protection is available at <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.



Oxford Saïd Exclusive Benefits

Wellbeing initiatives

Oxford Saïd runs an annual Wellbeing Day for all staff. In addition to this, there is yoga, healthy food deliveries, health MOTs and a range of other ad hoc programmes. Our excellent catering facilities provide a high standard of food, including healthy eating and vegetarian options at a subsidised cost.

Staff Summer and Christmas parties

Oxford Saïd like to reward all of their staff for their great work and their Christmas and Summer parties are our way of saying thank you. The Christmas party is for all staff and the summer party is for staff and their immediate family members, because we know how important family is to all of us.

Employee Assistance provider

Validium is an employee assistance and wellbeing consultancy that works in partnership with the Business School to provide staff and their immediate family with a free 24-hour per day helpline providing confidential information and counselling services on personal issues.

University of Oxford Benefits

Annual leave

38 days (inc. public holidays). Long service additional annual leave – up to 5 days per annum, pro rata for part time employees. Previous service within higher education sector can be recognised. An additional scheme enables staff to request to purchase up to 10 additional days in each holiday year.

Salary and salary sacrifice schemes

The University salary and grading structure allows for annual incremental progression until a scale-bar point is reached. This incremental progression is automatic. Additionally, there are salary sacrifice schemes for bicycles and electric cars. See <https://hr.admin.ox.ac.uk/staff-benefits>.

Pension

If you are on an academic or academic related pay scale (grade 6 or above), you are automatically a member of USS. Employer contribution is 14.5% and Employee contribution is 6.1%.

If you are on a pay scale other than academic or academic related (grade 1-5) you are automatically a member of OSPS. Employee contribution can be between 4%- 8% and Employer contribution 6%-10%.

University discounts

All University staff can purchase a NUS Extra discount card for £12 for 12 months (£22 for 2 years, £32 for 3 years) which gives access to numerous exclusive offers and discounts from many popular retailers. There are a wide range of other discounts from external companies available using a university card.

University Club

Membership of the University Club is free for all University staff. The University Club offers social, sporting and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Access to Oxford buildings

Free access to a number of Oxford colleges, Botanic Gardens, Harcourt Arboretum, Wytham Woods and discount at numerous restaurants/shops.





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www.sbs.oxford.edu

All information is correct at the time of going to press.

Please check our website for the most up-to-date information.

Saïd Business School, University of Oxford