



Candidate Brief for the position of Director of the Centre of Excellence in Learning and Teaching

June 2021

Welcome from the Vice-Chancellor

Dear Colleague,

Thank you for your interest in Leeds Trinity University and the position of Director of the Centre of Excellence in Learning and Teaching.

We are in an exciting time at the University, as we develop our strategic plan for the 2021 academic year and beyond, with our focus on providing an excellent student learning experience. We are committed to delivering excellent student outcomes, achieved through a distinctive employability-focused educational offer, and we pride ourselves on being the University where our students are a name, not just a number.

As an institution, we also have ambitions to be renowned for research excellence with a focus on research and knowledge exchange engagement, and all colleagues will play a part in this. In this role, you will be responsible for leading the institutional strategy for learning and teaching to meet corporate ambitions. You will demonstrate credible experience in leading institutional development of academic and pedagogical practice in higher education, to ensure it has both an institutional and sector facing impact.

We are growing as an institution and this role will play an integral role in delivering the University's strategy, in particular supporting our ambitions for research excellence and driving forward applied research and knowledge exchange activity. We are also working towards achieving full Research Degree Awarding Powers (RDAP).

We are committed to providing an open and welcoming environment for all, whatever their background or belief, and in November 2020 we became the first university in Yorkshire to receive the Race Equality Charter Bronze Award. The Director of the Centre of Excellence in Learning and Teaching will be proactive in supporting this inclusive culture of our organisation.



We look forward to receiving your application.

With best wishes,

A handwritten signature in black ink that reads "Professor Charles Egbu". The signature is fluid and cursive, with "Professor" and "Egbu" being more clearly legible than "Charles".

Professor Charles Egbu
Vice-Chancellor

About Leeds Trinity University

A small university with a big reputation, Leeds Trinity University is renowned for teaching excellence and producing highly employable graduates.

We are the only university in the country to offer and embed compulsory professional work placements into every undergraduate degree programme, and work with thousands of businesses annually to offer students degree-relevant industry experience.

We're committed to delivering outstanding teaching led by research, scholarship and practice, which has earned us national acclaim for the quality of our teaching. Our teaching staff have extensive professional experience in their fields and many are active researchers, contributing to our increasing reputation for research excellence. We're also investing in the development of the next generation of researchers by developing our postgraduate research community.

We're committed to ensuring everyone in our community, whatever their faith, feels supported and valued. Leeds Trinity has always been characterised by this sense of community spirit, offering a truly personalised university experience that has enabled students to flourish for more than 50 years, with a focus on widening participation.

- Over 4,200 students study on our campus across our portfolio of undergraduate, postgraduate, foundation, work-based learning and apprenticeship degrees.
- We're the top university in Yorkshire for learning community (National Student Survey 2020), with our students receiving the personal support they need – in and out of the classroom – to achieve their full potential.
- 97% of our graduates are in employment or further study 15 months after graduating (Graduate Outcomes, Higher Education Statistics Agency (HESA), published 2020).





Vision, Mission and Values

Care for our students, our staff, our partners and the wider community lies at the heart of our culture and is the embodiment of our values in action.

Our Vision

We will be renowned for developing well-rounded and experienced graduates equipped to build fulfilling futures and as a leading university for student, staff, partner and community engagement.

Our Mission

Leeds Trinity University transforms lives by providing a unique and rich combination of academic, professional and personal development in an inclusive and nurturing university community.

The University is here to make a difference to the people, the professions and the places that we serve. We provide unique educational experiences that are focused on the individual and informed by our Catholic faith foundation.

We actively promote the principles of dignity, respect, social justice, equality and inclusion to support the social and economic health and wellbeing of every person in our University community.

Our Values

Our actions and behaviours are guided by our values of:

Care - we want everyone we work with to feel that we genuinely have their interests at heart and that they are constantly and consistently valued and supported by us.

Collaboration - we are driven by mutual respect, teamwork and effective partnerships.

Integrity - we are honest, open, ethical and fair. People trust us to adhere to our word.

Excellence - we aspire to be the best, to deliver to the highest standards and to continuously improve on our performance.

Inclusivity - everyone at Leeds Trinity University is valued, respected and encouraged to contribute, and everyone has the same rights, status and opportunities.

Student Experience

Leeds Trinity places students at the heart of all its activities. The student is viewed holistically and the “student experience” is taken to mean a student’s academic and non-academic life at the University. We constantly strive to improve the student experience, gathering invaluable feedback from the National Student Survey and internal survey mechanisms. Academic and support departments consider the survey data and make plans to further improve satisfaction in their areas. We also strive to ensure that we provide the opportunities for students to excel in their field of study and for this to be acknowledged through their attainment; which is designed to be both aspirational and realistic so that they truly fulfil their potential.

We are not a huge, faceless organisation. Consequently, we genuinely engage with students as individuals, not just as another face in the crowd. Students and staff are often surprised how quickly they get to know other members of the University. Everyone who comes here tells us this makes for a very supportive environment and, we think, the best possible student experience.

The History of the University

The origins of Leeds Trinity can be traced back to two Catholic teacher training colleges, Trinity College and All Saints College, founded by the Passionist Sisters and the Catholic Education Service in 1966. Their mission was to provide the best educational opportunities possible for the children of the poor and to actively support social justice – aspirations that Leeds Trinity still maintains. For more than 50 years, the institution has evolved and developed, achieving full university status in December 2012.



Work with us at Leeds Trinity University



Director of the Centre of Excellence in Learning and Teaching

Hours of Work: Full-time (1.0fte)

Duration: Permanent

Salary: The starting salary will be in the range of £70,000-80,000 per annum

We are seeking to appoint an exceptional academic leader as Director of the Centre of Excellence for Learning and Teaching. As Director of this new Centre in the University, you will shape and lead the institutional strategy for learning and teaching to meet corporate ambitions for Access and Participation Plan targets, the Teaching Excellence Framework, along with other external targets, league tables and regulatory requirements. You will act as senior representative of the University internally, regionally, nationally and internationally, contributing to sector groups and organisations, bringing policy and sector intelligence into the institution.

You will also be responsible for establishing and sustaining effective strategy and operations around quality-assured learning and teaching, whilst developing a high-performing team focused on the achievement of the University's Strategic Plan.

The ideal candidate will have the vision and imagination to lead innovation in learning and teaching, including online and blended delivery and technology-enhanced learning. You will have experience of leading institutional development of academic and pedagogical practice in higher education, along with evidence of a strong research or knowledge exchange profile linked to pedagogical research.

This role will require a clear strategic thinker with strong influencing skills and an outstanding track record of maintaining effective personal and professional relationships both inside the University and with external partners, including industry. A Professorial title will be offered if the successful candidate meets our criteria.

To apply for this post or for an informal discussion, please contact Mark Holleran at TalentEdu who have been exclusively retained for this post: m.holleran@talentedu.co.uk or telephone: +44 (0) 203 290 2907. Further information can be found at <https://TalentEdu.co.uk/LTU>

Closing date for applications: Sunday 18th July 2021

Interviews for this post are expected to take place on 10th or 11th August 2021

Shortlisted candidates will be offered the opportunity to visit the campus for an accompanied tour.

Leeds Trinity University values diversity and inclusion and particularly encourages applications from the following groups as they are currently under-represented at this level within the University: Women, LGBT+ and Black, Asian and Minority Ethnic applicants, as well as candidates with disabilities, whether hidden or otherwise. The University will consider all forms of flexible working arrangements.



Job Description

Job title:	Director of the Centre of Excellence in Learning and Teaching
Department:	Centre of Excellence in Learning and Teaching (CELT)
Responsible to:	Institutional Lead for Learning and Teaching
Line management responsibility:	Senior Lecturers in Academic Development, Learning Resource Developers

Purpose of post:

Strategic lead for Learning and Teaching. To lead the centre to: Plan and support the development of high-quality pedagogic practice; lead curriculum development initiatives; lead, shape and initiate academic staff development to support the implementation of high-quality pedagogic practice; to lead and support innovation in learning and teaching; to respond to national policy requirements and to shape local policy to meet regulatory and quality assurance requirements.

Main duties and responsibilities:

1. Lead the institutional strategy for learning and teaching to meet corporate ambitions for Access and Participation Plan targets, the Teaching Excellence Framework, along with other external targets, league tables and regulatory requirements.
2. Lead and manage a team of Senior Lecturers in Academic Development and Learning Resource Developers, establishing and sustaining effective strategy and operations around quality-assured learning and teaching, ensuring appropriate data tracking for all activities to meet institutional targets and external benchmarking.
3. Lead practice and process around learning and teaching to ensure it has an institutional impact in terms of transformational practice and student outcomes and sector-facing impact in terms of our profile, pedagogical research and innovation.
4. Institutional oversight of HE teaching qualifications, professional qualifications, CPD, award schemes, staff development and Peer Review of Teaching to support the implementation of leading-edge pedagogic practice and innovation in learning and teaching; management of budget associated with this activity.
5. Develop a framework to support innovation in and experimentation with pedagogic practice at LTU.
6. Lead a team to provide hands-on support to academic staff in the design and development of learning resources to support innovation in pedagogic practice, to utilise technology-enhanced learning, to develop a framework to ensure ambition around baseline standards of utilisation and delivery and space for the development of transformative practice.
7. Lead a pro-active approach to supporting academic teams to address issues and challenges which arise through programme delivery and through the publication of data.
8. Support LTU's Academic Partnerships Unit and Centre for Apprenticeships and Work-Based Learning to implement, develop and evaluate leading-edge pedagogic practice and innovation.
9. Act as a senior representative of the University internally, regionally, nationally and internationally, contributing to sector groups and organisations, bringing policy and sector intelligence into the institution.

10. Contribute externally to sectoral good practice by delivering conference papers, providing case studies, making award submissions and representing the University at such events and internally by participation in a range of University committees and groups.
11. Lead, develop and support pedagogical research projects support the evolution of impactful and evidence-based learning and teaching practice at LTU.
12. Be responsible developing case study evidence for the Teaching Excellence Framework and Access and Participation Plan.
13. Contribute significantly to external funding bids for curriculum development and learning and teaching projects.
14. Work with the Director of Careers and Employability to develop pedagogic practice around employability and to develop and implement industry-led contributions to LTU's curriculum.
15. Ensure the quality assurance of all learning and teaching developments, ensuring that systems work effectively to support and enhance quality and inform internal and external requirements including annual review, periodic review, external examiner scrutiny and audits, including professional bodies, QAA and the Office for Students.
16. To produce reports, data and management information as required by the Board of Governors, Executive and other senior staff.
17. To comply with current health and safety requirements, work with relevant University policies including equal opportunities and participate fully in the professional development review scheme;
18. To carry out any other duties, commensurate with the grade of the post, as may reasonably be directed by the line manager after due consultation.

The postholder is required to apply the University's Equality, Diversity, and Inclusion Policy in their own area of responsibility and in their general conduct.

This job description is current on the date shown below. It is liable to variation by the Vice-Chancellor to reflect or anticipate University developments and changes in the requirements of the post.

June 2021

Person Specification

No.		Assessed by: Application - A Interview - I Presentation – P
Essential		
Qualifications		
1	Good honours degree in a relevant area to the University.	A
2	PhD in a relevant discipline or close to finishing one.	A
3	Principal or Senior Fellowship of the HEA/Advance HE.	A
Experience		
4	Leading institutional development of academic and pedagogical practice in higher education.	A
5	Developing, leading and evaluating the implementation of strategy related to learning and teaching.	A, I
6	Leading innovation in learning and teaching, including online and blended delivery and technology-enhanced learning.	A, I, P
7	Addressing issues and challenges in learning and teaching which arise through programme delivery and the publication of data.	I
8	Evidence of a strong research or knowledge exchange profile linked to pedagogical research.	A, I
Knowledge		
9	High-level specialist knowledge around pedagogical practice and its place in transformative and impactful practice.	A, I
10	High-level knowledge and practical skills around technology-enhanced learning, its application in higher education and its role in transformative practice.	A, I
11	Utilisation and implementation of the UK Professional Standards Framework and the HEA Fellowships scheme.	A, I
Skills		
12	Good interpersonal, IT, presentation, team working and communication skills including digital skills and online delivery.	P, I
Personal Qualities		
13	Ability to develop and maintain effective personal and professional relationships both inside the University and with external partners, including industry.	I
14	Commitment to equality, diversity and inclusion.	A, I
Desirable		
Experience		
15	A record of, or potential for, income generation through knowledge exchange activity, and/or measurable impact through research via the REF.	A, I
16	PhD Supervision (or evidence of working towards).	A, I
17	National Teaching Fellowship or equivalent.	A



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