



**Head of Learning, Teaching and Assessment  
(3 Year Secondment – internal only)**

**Post Reference: NU1326**

**Salary Scale: £69,488 - £71,567 per annum**

**Vice-Chancellor**  
Professor Jackie Dunne



Birmingham Newman University is located on Genners Lane, Bartley Green, Birmingham,  
West Midlands, B32 3NT.

*(HR – Template 16.1.26)*

# Birmingham Newman University

At Birmingham Newman University, we believe in the power of education to transform lives and in the potential of every individual. Our vision is to provide an inclusive and supportive environment where people are recognised, encouraged, and empowered to make a meaningful difference in their communities, industries, and the wider world.

Students, staff, and partners are more than just a number – they are recognised, encouraged, and empowered to create meaningful change. We believe that education is transformative, enabling students to see the world in new ways and to make a positive difference within it.

Building upon our Catholic heritage since 1968, Birmingham Newman has grown into a modern, inclusive university that welcomes people from all backgrounds and world views. Our values remain central to everything we do, serving as a foundation for a vibrant, diverse, and forward-looking academic community. We are proud of this heritage and continue to champion fairness, equality, and opportunity in everything we do.



We take pride in our diverse, friendly, and inclusive environment, where every student is valued, supported, and encouraged to achieve their goals. We put student success and wellbeing at the centre of everything we do, made possible by the expertise and professionalism of our dedicated staff community. Our future is shaped by a clear vision and a set of goals that reflect both our mission and our ambition, to be **the leading university in inclusive education for the graduate workforce of tomorrow**. At the heart of this is our commitment to a **values-driven, high-quality university education**.

Our focus on partnership with students and staff underpins everything we do, and this is reflected in national recognition of the quality of our student experience. We have recently been named The Times and Sunday Times University of the Year for Social Inclusion (2026), ranked 1st in England for Student Satisfaction in the Complete University Guide (2025), and named West Midlands University of the Year by WhatUni (2025). In the National Student Survey (2025) we also placed in the top ten in England for full-time student satisfaction for the second consecutive year.

We are proud to be among the top UK universities for widening participation, coming 6<sup>th</sup> in the HEPI Social Mobility Index (2024). Ninety-nine per cent of our students come from non-selective state schools, 72% are the first in their family to attend university, and over 45% come from Black, Asian, or minority ethnic backgrounds. This diversity is a strength of our community and central to our mission.

Over the past ten years our modern single-site campus, eight miles southwest of Birmingham city centre, has benefited from a significant programme of ongoing capital investment. We have built teaching, learning, and social spaces that are deliberately

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designed to support our community of staff and students to interact and learn together. Our portfolio of taught courses has also expanded in that time, reflecting our strategic goal of growing the university in ways that meet pressing social and economic needs of our region. Our specialist teaching spaces in Nursing and Allied Health, Teaching, Psychology, Sport, Law, and Computing support learning that produces highly-skilled practitioners from diverse backgrounds.

Birmingham Newman University is more than a place of study or work. It is a community rooted in care, respect, and ambition for our staff our students and the University as a whole; where staff and students work together making a difference not only in their own lives, but in their communities, professions, and the wider world.

## Job Description

**Job Title:** Head of Learning, Teaching and Assessment

**Grade:** AC5 (3 Year Secondment – internal only)

**Salary:** £69,488 – £71,567 per annum

**Hours:** Full Time

**Department:** VCO

**Reporting to:** Associate Dean Student Attainment

*Please note, this opportunity is only available for applications from existing employees of Birmingham Newman University.*

### **Purpose of Post:**

To provide cross-institutional coordination of good practice in all areas of teaching, learning, and assessment.

This is a key role providing strategic leadership for learning and teaching, with a particular focus on activities intended to contribute to the effective delivery of a new Learning and Teaching, Assessment Strategy, and academic aspects of Quality assurance and enhancement.

The post is an opportunity for an academic leader to drive learning, teaching and assessment development at the University during a three-year secondment (in the first instance).

Working closely with the Associate Dean (Student Attainment) and in liaison with the Deputy Vice-Chancellors, Director of Student Success, Heads of School, and Academic Registrar, this is a key leadership position with a significant cross-institutional remit. You will be required to lead teaching innovation and represent the University on professional groups and committees.

### **1. Main responsibilities:**

#### **i. General**

- To contribute to the strategic goals of the institution in regard to learning and teaching and academic enhancement, in support of our widening participation agenda and our investment in access to higher education
- To contribute to performance against institutional KPIs relating to learning and teaching
- To lead on policies driving assessment practice in support of student success

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- To lead on institutional good practice and academic enhancements in pursuit of those elements of the Student Success sub strategy that relate to academic aspects of student success, including curriculum design, programme validation, teaching & learning, and assessment.
- To provide strategic leadership for academic success to achieve the University's goals, and optimise the student academic experience, working with other operational areas such as IT, PSD, Library, Student Success and Recruitment Directorates, and Registry.
- Ex officio member of Learning Teaching and Academic Quality Committee, Student Success Strategy Group and other groups/committees as directed.
- To ensure compliance with legislative requirements, University policy, health and safety regulations and best practice across the service area.
- In accordance with the University's Information Security Policy, the post holder will be dealing with 'restricted information' and 'highly restricted information' as part of their duties.

### **ii. Academic Development and Equitable Teaching**

- Work with the Directorate of Student Success, to deliver institutional strategies and interventions as outlined in our Access and Participation Plan (APP).
- Build staff capability in comprehensive pedagogy and Universal Design for Learning (an APP requirement for Intentional Curriculum Design).
- Develop the mentoring model for transition, belonging, and progression and establish training, coordination, and quality-assured student mentors across Schools.
- Support design of an APT (personal tutoring) framework and facilitate its development.
- Coordinate delivery of the PGCHE.
- Run a university-wide peer-observation system with a focus on CPD.
- Provide targeted academic development workshops aligned to institutional priorities.
- Assist in TEAL processes (CATE and NTF applications)
- Contribute to the annual Learning & Teaching Conference.
- Showcase innovative practice, strengthen external reputation, and enhance institutional reputation and scholarship (research).

### **iii. Data-Driven Course Health System (B3 and APP metrics)**

- Create and maintain an annual course-health model to ensure Heads of School and the Executive Dean identify programmes requiring enhanced support.
- Use data-informed indicators to prioritise development work.
- In partnership with the Directorate of Student Success, lead initiatives to improve completion, progression, & student outcomes (B3s).
- Provide tailored interventions and guidance to programmes with identified risks.

### **iv. Quality of Curriculum, Assessment, and Teaching Practice**

- Contribute to the development, implementation, and monitoring of the University's Learning and Teaching Strategy.

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- Work with the Associate Dean Attainment and Academic Registrar on revisions to the University's Validation Framework and Academic Credit Model, factoring in the national development of the LLE
- Provide pedagogic guidance on evidence-informed and innovative practice, specifically through the development of an Assessment Policy, Procedure, and Good Practice Guide with Newman-based examples.
- Provide expert guidance at all pre-validation meetings, offering practical advice to programme teams on curriculum design, assessment strategy, and alignment with sector benchmarks.
- Analyse post-Assessment Board outcomes and lead targeted enhancement actions.
- Support Schools via a rapid self-referral mechanism for curriculum and teaching challenges.
- Working with the Head of Digital Learning, develop systems for hybrid/online teaching/learning to expand the course portfolio.

### **v. Strategic Support for Governance and Regulation**

- Produce thematic reports to inform senior committees and risk management.
- Supply evidence and narrative for OfS, QAA, APP, and PSRB requirements.
- Work in structured partnership with internal and external stakeholders to ensure alignment of practice with regulatory requirements and strategic objectives.
- Take a lead in developing learning and teaching practice at partner institutions

Please also note: This role requires the postholder to work predominately on campus.

### **2. Health & Safety:**

- Under the Health & Safety at Work Act 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the University on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare. The post holder must follow Health & Safety requirements in line with their training and instruction, and report to management any unsafe acts or conditions, defects in equipment or facilities that have the potential to affect health and safety. The post holder must report to management any injuries they receive whilst at work.
- Where post holders line manage staff and services, they will be responsible for the health, safety and welfare of those staff and services in accordance with the University's Health & Safety Organisational Arrangements.

### **3. General Terms**

- Variation to Job Description

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of a similar level of responsibility. It is anticipated that this job description will change over time in accordance with the needs of the role and the post holder will be

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consulted on any proposed amendments. Therefore, University reserves the right to vary the duties and responsibilities of its employees within the general conditions of employment and related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as required to meet the changing needs of the service.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that 'restricted information' or 'highly restricted information' to which they have access remains confidential during and after their employment at Birmingham Newman University. All staff must undergo appropriate data protection training as defined by the University's Data Protection Policy and comply with the University's Information Security Policy and IT User Policies including the General Conditions of use of Computing and Network Facilities, Bring Your Own Device Policy and Wireless Networking Policy.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process, attend the mandatory training and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role.
- All absence from work must be reported in accordance with the University's Absence Management Policy and recorded on iTrent and staff are expected to be familiar with and follow the Policy.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

4. Person Specification

Criteria	Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
<p><b>Educational Qualifications and Training</b></p>	<p>Degree</p> <p>SFHEA</p> <p>Evidence of relevant continuous professional development and active memberships or affiliations with relevant external associations or networks.</p>	<p>Application</p>	<p>Postgraduate Degree qualification or equivalent</p>	<p>Application</p>
<p><b>Relevant work experience and/or knowledge</b></p>	<p>Experience of managing both undergraduate and Foundation Year programmes.</p> <p>Cross-university programme management experience.</p> <p>Experience of working with Franchise partners.</p> <p>Demonstrable effectiveness at improving B3 outcomes</p> <p>Demonstrable effectiveness at improving student attainment</p>	<p>Application/ interview/test</p>	<p>Demonstrable success in delivering measurable advancement of excellence in learning, teaching and/or student experience.</p> <p>An understanding of accreditation of professional courses</p> <p>Excellent knowledge and understanding of the higher education</p> <p>Experience and knowledge of academic</p>	<p>Application/ interview/test</p>

Criteria	Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
	<p>Experience of course development, leadership, and academic staff management</p>		<p>programme development</p> <p>Wide teaching experience</p> <p>Knowledge of QAA Advice and Guidance, OfS conditions of registration, and sector good practice</p> <p>Experience and Knowledge of HE regulatory and governmental requirements and major policy issues in the sector</p>	
<p><b>Relevant and/or Specific skills required</b></p>	<p>An ability to build effective relationships and to engender trust with a variety of stakeholders including colleagues, students, professional and support staff.</p> <p>An ability to lead through influence and persuasion.</p> <p>Proven highly developed interpersonal and diplomacy skills with an ability to negotiate win-win</p>	<p>Application/ interview</p>	<p>A collaborative approach, able to establish effective working relationships with people including senior staff.</p>	<p>Application/ interview/test</p>

Criteria	Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
	outcomes with stakeholders.			
<b>Personal qualities and attributes</b>	<p>Management skills to provide substantial contributions to leadership</p> <p>Ability to operate strategically</p> <p>Self-motivated and able to motivate others</p> <p>Good time management and organisation skills</p> <p>Good people management skills</p> <p>Manage competing deadlines in tight deadlines</p> <p>Resilience and confidence in operating flexibly and pragmatically in the face of shifting expectations and pressures</p>	Application/ interview		

## **General Terms & Conditions of Employment**

This post is a full time appointment, offered on a fixed term basis as an internal secondment for 3 years. It will be remunerated on the single pay spine, at Grade AC5 £69,488 – £71,567 per annum. The appointment is subject to meeting all pre-employment clearances and requirements of the Person Specification.

All new employees undergo a period of probation in accordance with the University Probationary Scheme and confirmation of employment is dependent on the satisfactory completion of that probationary period.

The standard hours of work are based on 37 hours per week for Professional and Support Staff and 35 hours per week for Academic Staff. Your line manager will discuss with you the required working hours.

The University holiday year runs from January to December for Professional and Support Staff and from September to August for Academic Staff. The post carries an entitlement to 35 working days (for a full-time position, otherwise pro rata) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the University is closed on particular dates in the interests of efficiency.

### **Disclosure and Barring Service**

It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment, you will be required to undertake a DBS check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

### **Pension and Auto Enrolment**

If you meet the criteria set out below and are not already an active member of any of our pension schemes, the University is required to auto-enrol you into a suitable pension scheme.

The criteria for auto-enrolment are:

- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by Birmingham Newman University are:

- <https://www.teacherspensions.co.uk> - Teachers' Pension Scheme for academic staff
- <http://aviva.co.uk> - Aviva Scheme for professional and support staff
- <http://www.nestpensions.org.uk> - National Employment Savings Trust, NEST for staff not eligible to join either of the above schemes

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You will be auto-enrolled into the [National Employment Savings Trust](#) (NEST) unless you are an academic and eligible to contribute to TPS, or other member of professional and support staff employed on a substantive contract of employment, in which case you will be auto-enrolled into Aviva, our defined contributory scheme. You will receive a notice from the University Payroll Department telling you that you have been auto enrolled and advising you of your options, including the right to opt out. Once you have been auto-enrolled, you will have an option to opt-out of the pension scheme and receive a refund of your first contribution. There is a time limit of one month in which to do this, and you will have to contact your pension scheme to make this happen; **the University is prohibited, by law, from helping you to opt-out.**

### **Staff Benefits**

We offer a wide range of Staff Benefits including 35 days annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, chaplaincy and spiritual care, library services, free on-site parking, discounted travel scheme, cycle to work scheme, employee assistance programme, occupational health and counselling services and staff development opportunities. Further details of the full range of staff benefits available can be found on our website: [Birmingham Newman University - Jobs - Staff benefits](#) or please contact the Human Resources Department.

### **Procedure for Application**

Application forms should be completed and submitted online via the Application Form link for each advertised post. CV's and covering letters are not accepted as part of the application process unless explicitly stated. Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post.

**Application forms should therefore refer explicitly to how you meet the essential and desirable criteria for the post you are applying for.**

The University is an Equal Opportunity Employer, and we operate the Disability Confident Employer Standard which amongst other things guarantees an interview to disabled applicants who meet the essential criteria of the job specification.

Two referees should be identified who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post and must include your current or most recent employer or their representative. You must disclose whether you are related to any employee of the University, or to any member of the Council. Canvassing for appointment disqualifies you from being selected for interview or being appointed to the post in question.

Should you be selected for interview please be aware that we are unable to reimburse interview expenses. If you have not heard from us within four weeks of the advertised closing date, please assume that you have not been shortlisted on this occasion.

**Closing date for applications: Monday 6<sup>th</sup> April 2026**

**Interviews will take place on Thursday 7<sup>th</sup> May 2026**

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**Privacy Notice**

Birmingham Newman University collects and processes your personal data in order to take steps at your request prior to entering into a contract and so that it can meet its statutory and legal obligations. For further information about how Birmingham Newman University processes and protects personal data please refer to [Policies and procedures - Birmingham Newman University](#)