

Job Title: Curriculum and Assessment Team Leader (new)

Grade: 6

Department: College of XX

Hours/Contract: Full time or job share, permanent

Job Family: Management and Administration

Role Purpose

To coordinate the delivery of a high-quality curriculum and assessment service for a cluster of academic schools and programmes within the College's Student Experience team. The post holder will ensure that all processes are delivered efficiently, accurately, and in compliance with university regulations, providing academic colleagues, professional services, and students with a consistent and professional service across all taught programmes.

Reporting to the Curriculum and Assessment Manager and collaborating as appropriate with the Student Engagement Team Leader to ensure joined-up student support, the post holder will lead a team of Curriculum and Assessment Administrators and Assistants, managing workload allocation, ensuring adherence to key deadlines, and embedding a culture of continuous improvement.

The role also contributes to the enhancement of college-wide processes, using data and feedback to identify service improvements and support the delivery of an excellent student experience.

Main Duties and Responsibilities	% Time
Service Delivery - To coordinate the delivery of curriculum and assessment activity for taught programmes for a cluster of academic schools/programmes within the College, including but not limited to the administration of: <i>Curriculum management:</i> new programme development and approval, major modifications to existing programmes, annual curriculum planning, late curriculum changes, provision of timetabling delivery data, Blackboard site maintenance, diet writing, OLMS and module ranking, manual module registration, accreditation requirements <i>Assessment, progression and award:</i> assessment calendars, operation of marking turnaround, marks entry, application of late penalties, online exam scheduling, support for Panels and Boards of Examiners, provision of Academic Registrar's Representatives, provision of materials and samples to external examiners, chair's actions, appeals, checking APL credits, supporting graduation, and ensuring the appropriate administration of approved reasonable adjustments within assessment processes in line with university policy. <i>General:</i> Student handbook production, curriculum and assessment governance support (e.g. school education committees), data quality checks and data returns. - To manage the day-to-day curriculum and assessment operations for the cluster to ensure that daily, weekly and monthly routines are planned and adhered to and that cover is maintained for the full end-to-end working at all times - To contribute to student lifecycle activity across the University by supporting recruitment and outreach events such as open days, offer holder days and	70



clearing, as well as on course student activities such as registration, exams and graduation Continuous Improvement - To work with the Curriculum and Assessment Manager to identify and implement improvements to processes and systems, encouraging team contributions and using data and feedback to inform changes that enhance efficiency and the student experience - To ensure that the importance and relevance of service measures are fully understood and embedded within the team, and that measures are regularly reviewed and acted upon - In consultation with the Curriculum and Assessment Manager, to identify what measures need to be in place to evaluate service levels from staff and student perspectives and evidence the impact of change - To undertake analysis, interpretation and presentation of data, and support the communication of findings to a range of stakeholders.	15
Team Management and Development - To supervise and line-manage a team of Curriculum and Assessment Administrators and Assistants, deploying and managing the work of the team to ensure that the team delivers services in a timely manner and agreed deadlines are met. - Where capacity allows and in consultation with the Curriculum and Assessment Manager, to propose schedules of work and patterns of rotation for Curriculum and Assessment Administrators and Assistants, ensuring appropriate support for key activities across the academic year and enabling all members of the team to gain varied experience - Responsible for supporting the Curriculum and Assessment Manager in ensuring that the service is appropriately resourced at all times; this includes managing and monitoring team workload allocation and working patterns and proactively flagging issues to the Curriculum and Assessment Manager - Support key student recruitment and engagement activities, both within regular working hours and occasionally out of hours, as required.	15
Internal and External Relationships	
- Line managed by: Curriculum and Assessment Manager, within the College Student Experience team. - Works closely with: Student Engagement Manager and Team Leaders - Collaborates with: Academic programme teams and schools across the College - Liaises with: Central professional services including Student Registry Services, Education Services, Careers and Employability, Future Students Office, Campus Services, Student Fees and Income Management, and Library and Information Services.	
Planning and Organising	





- Operate under the direction of the Curriculum and Assessment Manager, exercising a high degree of autonomy in planning and prioritising workload across the cluster.
- Plan, organise and allocate tasks to team members, setting clear objectives, deadlines and quality standards to ensure the delivery of key curriculum and assessment processes.
- Monitor progress against service standards, resolving routine issues independently and escalating complex matters appropriately.
- Lead assigned projects and contribute to forward planning by identifying upcoming workload peaks, resource requirements, and scheduling implications.

Qualifications, Knowledge and Experience

Essential

- Degree or equivalent vocational experience, and/or substantial experience in similar or related roles.*
- Demonstrable knowledge of student lifecycle administration and underpinning business processes, preferably gained through vocational experience in higher education.*
- Evidence of delivering excellent customer service and implementing process improvements that have enhanced efficiency or student satisfaction.*
- Evidence of significant IT experience, including developing and maintaining spreadsheets, databases, and reporting tools.
- Knowledge of data protection, confidentiality, and record-keeping requirements.

Desirable

- Experience of line managing and supervising staff, motivating teams to deliver service goals and addressing underperformance.
- Evidence of supporting and implementing change within a professional environment, engaging staff in adopting improved ways of working.

Skills, Abilities and Competencies

Essential

- Excellent written* and oral communication skills, with the ability to provide clear and accurate information across a range of stakeholders.
- Proven planning, organisational and problem-solving skills, with the ability to manage competing demands effectively.*
- Strong interpersonal and networking skills, fostering collaborative working and shared problem-solving.
- Flexible and adaptable approach to work, with the ability to plan and organise own and others' activities in a dynamic environment.*
- Innovative and solution-focused mindset, with the ability to use initiative and make informed decisions within established procedures.





- Hands-on team leadership style, with a willingness to work alongside team members to ensure service delivery.*
- Ability to provide constructive feedback, supporting staff development and continuous improvement.
- Commitment to personal and team professional development, equality, diversity and inclusion, and service excellence.

Desirable

- Ability to interpret and apply complex regulations and policies.
- Ability to analyse and present data to inform decision-making and service improvements.

****Criteria to be used in shortlisting candidates for interview***

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

Equity and Diversity





We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

