

College of Integrated Chinese Medicine

Job Description Academic Director

Updated January 2025

The Academic Director has responsibility for the assessment within in the college, managing a team of 9 unit leaders. This is a leadership role within the college and you will be part of the management team. The main responsibilities include:

- Ensuring the effective design, preparation and recording of student assessment by others and to revise the coursework and examinations at regular intervals
- Advising the college and council on the standards and appropriateness of assessment provision and processes
- Responsible for the production of the course handbook
- Providing leadership and motivation for staff in assessment issues
- Having oversight of the assessment and progress of students in their course of study
- Ensuring the effective design, preparation and recording of student assessment by others
- Reporting to the Board of Studies, Management Committee and HSU on matters relating to assessment and academic regulations
- Appraising evaluations of assessment from current and past students
- Liaising with coursework and examinations administrators to ensure effective administration of coursework submissions, exam arrangements etc.
- Recruiting and recommending potential candidates for the post of external examiner
- Line Manage Clinic Manager

Teaching staff

- Manage the recruitment, training and wellbeing of teaching staff.
- Line management of teaching staff, including induction, training and performance monitoring.
- Oversee and attend interviews for new teaching staff.
- Co-ordinate teaching staff appraisal.

Curriculum

- Oversee the planning and timetabling of the curriculum
- Co-ordinate changes to curriculum
- Oversee the ongoing development of e-learning.

The successful candidate will:

- Be an effective leader and delegator
- Work well as part of a team and work collaboratively
- Be organised with excellent communication skills
- Have an attention to detail
- Demonstrate a commitment to learning and development of students
- Share ideas and implement improvement to the current processes

The college is undergoing a process of restructuring and change and during these exciting times the successful candidate will be integral to shaping and managing this change.

2 to 3 days per week depending on level of additional responsibilities undertaken.

You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all College policies and procedures at all times and take account of College guidance

Terms of appointment

Salary: £55, 000 (rising to £66,000 as an MC member and Director) FTE, and subject to pro rata

Hours: 0.4 (Flexible hours) – 2 days/week (possible increase to 0.6 depending on responsibilities undertaken)

Holidays: 33 days including Bank holidays (FTE) and subject to pro rata

Probation period: 3 months

Pension: eligible to join College pension scheme after probation period

To apply please send CV with a covering letter, explaining why you are applying and why you think you would be suitable for this role, and return to Jo Rochford, Principal on jrochford@cicm.org.uk who may also be contacted in the first instance regarding the role. Application deadline: 7th February 2025

First interviews will be held on week commencing 10th February 2025

Second interviews will be held on week commencing 24th February 2025