

## Job Description

<b>Title:</b>	HE Programme Academic Administration Manager (fixed term)
<b>Line Managed by:</b>	Director of Learning and Engagement
<b>Overall responsibility:</b>	The management of Academic Administration processes including the academic meeting cycles, policy and procedure administration, general OfS compliance for the Higher Education Programme at the National Centre for Circus Arts.
<b>Contract/Hours:</b>	1-year fixed-term contract, with the possibility to extend. 35 hours per week,
<b>Salary:</b>	£30,000
<b>Holiday Entitlement:</b>	30 days paid holiday per annum, inclusive of eight Statutory Bank Holidays, increasing by one day for each year of service from 1st September up to a maximum of 35 days per annum.

### About National Centre for Circus Arts

The National Centre for Circus Arts is a registered charity, and an independent Higher Education provider registered with the Office for Students and is one of Europe's leading providers of circus arts training. For the past 30 years, we have provided emerging and professional circus artists, directors and choreographers access to vital space and support to train, experiment and share ideas.

Our diverse range of work includes BA degree-level education in Circus Arts which is supported at either side by a structured training programme for under-18s and professional development opportunities for aspiring and established performers. Adults and young people can enjoy recreational classes and occasional performances. Our national role increasingly sees us supporting and mentoring circus artists and organisations nationwide as we seek to develop and mature our remarkable art form. We also run high-profile corporate events and hires to further increase our revenue.

### Purpose of the Role

The Interim Academic Administration Manager for the HE Programmes at the National Centre for Circus Arts is responsible for the academic meeting and compliance cycle. This includes the scheduling and admin support for meetings such as Learning and Teaching, Student Voice Forum and Academic Board. Monitoring and management of the assessment processes including the relationship with the External Examiner and Kent University and the Office for Students.

### Main Responsibilities

- Quality Assurance Management
- Policy and Procedure Review and Management Including Student Appeals and Complaints
- Academic Records

- Data Management, Recording and Reporting for External Purposes
- Interface with other National Centre Departments
- Other Duties

### **Quality Assurance Management**

- The management of quality assurance processes of all validated programmes and their delivery in conjunction with HE Delivery Staff including programme and module specifications
- Liaison between the National Centre and external institutions and partners on matters related to quality assurance and academic regulations
- Leading role in the development and review of the School's Learning & Teaching Strategy fulfilled through active participation in internal committee meetings and the on-going programme review and development.
- Administration of HE academic governance structures through the National Centre Academic Board and support for their effective and efficient operation
- Work with the HE Admissions and Registry Manager to oversee processes for gathering feedback from students including both internal mechanisms and external surveys including the National Student Survey (NSS).
- Implement HE academic and administrative regulations, policies, guidelines and procedures and to ensure that they are adhered to
- Promote a commitment to the Degree Programme's Diversity and Equality policy, Disability policy and Code of Conduct
- Oversee the student assessment progress cycle and liaise with external examiners.

### **Policy Management**

- Administration and implementation of student appeals and complaints policies
- Provide advice and guidance to students and members of staff on complaints and appeals procedures.
- Monitor and review all such processes developing new guidance where necessary, and liaise with the University of Kent on areas such as academic appeals
- Responsibility for the accuracy of all course documentation, handbooks, policies and documents related to terms and conditions of the student contract.
- Ensure all policies and procedures are updated and re-published as needed

### **Academic Records**

- Support the timely and accurate provision of statutory returns, (HESA etc) and management information regarding HE provision, working closely with the HE Admissions and Registry Manager the Data Manager and HE Student Support Manager.
- The management of accurate and complete assessment and grading information for all students on HE programme.

### **Meetings and training**

- Student Voice Forum
- Learning & Teaching Committee/Degree Administration meeting
- Academic Board meetings
- Examination Boards
- Degree Team Planning meetings

## **Interface with Other National Centre for Circus Arts Departments**

- Represent the HE programme at internal meetings
- Liaise regularly with the Learning and Participation department to develop feeder routes to the HE Programme,
- Work with all teams to develop the Access and Participation Plan.
- Work closely with other departments to ensure the smooth running of the HE Programme with the rest of the organisation

## **Other Duties**

Such other duties (commensurate with the role) may from time to time be reasonably required.

## **Person Specification**

### **Essential**

- Practical familiarity with the demands of the university sector and relevant statutory bodies
- Ability to work as part of a team
- Proven organizational, administrative and IT skills, including use of relevant software
- Excellent communication skills, written and oral
- Ability to work with young people at a formative stage in their professional development and in supporting specific learning needs
- Ambition to aim for the highest standards, to use initiative and to work flexibly
- open to new ways of working
- Ability to be flexible and adaptable in a professional context
- Attention to detail and ability to problem solve
- Ability to prioritise tasks, working under pressure or multi-tasking when appropriate

### **Desirable**

- Education/ Arts background
- Experience of servicing committees
- Administration/ IT qualifications

### **Personal attributes**

- Interest in the performing arts sector.
- Ability to work effectively and collaboratively across departments.
- Ability to work to deadlines and keep calm under pressure.
- Creative and entrepreneurial spirit.
- Flexible approach to working hours.