

Roles for Quality Officers to be appointed at College and School level

College Quality Officer

The College Quality Officer will advise the Head of College, the Dean (Learning and Teaching) and School Quality Officers on matters relating to Quality Enhancement and Assurance. The postholder will:

- provide leadership in the development and implementation of QE&A processes across the College in line with University expectations and the requirements of external bodies;
- be a member of relevant College committees (eg Learning & Teaching Committee, Staff-Student Liaison Committee);
- convene periodic meetings with School Quality Officers;
- be a member of the University Quality Officers Forum;
- contribute to the annual induction and training of School Quality Officers arranged by the Senate Office
- scrutinise School Annual Monitoring Summaries (SAMS) for UG courses and PGT programmes and compile from these a College-level Annual Monitoring Report for consideration at the College Learning & Teaching Committee
- attend ASC by invitation to report directly on Annual Monitoring within the College
- contribute to the preparation of the Reflective Analysis for Enhancement-led Institutional Review (ELIR) of the University on a cyclical basis

School Quality Officer

The School Quality Officer will advise the Head of School and School colleagues on matters relating to Quality Enhancement and Assurance. The postholder will:

- provide leadership in the development, implementation and maintenance of QE&A processes in the School in line with University and College expectations;
- attend centrally-provided induction/training sessions for School Quality Officers as directed by the College Quality Officer and/or Head of School;
- be a member of relevant School committees (e.g. Learning & Teaching Committees, Staff-Student Liaison Committees);
- attend periodic meetings of School Quality Officers arranged by the College Quality Officer with a view to sharing practice and promoting enhancement;
- co-ordinate the annual monitoring process within the School;
- scrutinise AMRs and compile a SAMS for UG courses and PGT programmes for consideration at the School Learning & Teaching Committee.