Module Specification

Module Code:	EDS406

Module Title:	Effective Programme Leadership

Level:	4	Credit Value:	20

Cost Centre(s):	GACC	JACS3 code:	X342

School:	Social & Life Sciences	Module Leader:	Sue Horder

Scheduled learning and teaching hours	36 hrs
Guided independent study	164 hrs
Placement	0 hrs
Module duration (total hours)	200 hrs

Programme(s) in which to be offered (not including exit awards)	Core	Option
Standalone module aligned to Certificate in Education (PcET) for QA and assessment purposes	☐	✓

Pre-requisites
Must be working in an academic role within Higher Education

Module Aims
This module aims to support the development of Programme Leaders and their understanding of the role and responsibilities in organising and managing an academic programme. The role requires close liaison, coordination and teamwork with Admissions Tutors, Module Leaders, the Academic Head of School, the Academic Registry and other departments within the University and is essential to enable the good organisation and management that will support programme performance and enhance student the learning experience.

Intended Learning Outcomes

Key skills for employability

  KS1   Written, oral and media communication skills
  KS2   Leadership, team working and networking skills
  KS3   Opportunity, creativity and problem solving skills
  KS4   Information technology skills and digital literacy
  KS5   Information management skills
  KS6   Research skills
  KS7   Intercultural and sustainability skills
  KS8   Career management skills
  KS9   Learning to learn (managing personal and professional development, self-management)
  KS10   Numeracy

At the end of this module, students will be able to		Key Skills	
1	Define and explain the principles of leadership related to your own leadership style	KS2	KS3
		KS4	KS5
		KS6	KS8
2	Analyse the importance of key stakeholders when managing, organising and delivering an academic programme	KS2	KS4
		KS5	KS7
		KS10	
3	Reflect on own learning and professional development as a programme leader	KS1	KS3
		KS6	KS9

Transferable skills and other attributes
Team working
Leadership development
Reflective practice
Quality enhancement
Curriculum development

Derogations

N/A

Assessment:

Indicative Assessment Tasks:

Assessment One:
Students will undertake an on-line multiple choice questionnaire related to the principles of leadership and the importance of key stakeholders when managing, organising and delivering an academic programme.

Assessment Two:
Students will write a reflective commentary based on their own learning and professional development as a programme leader. This will include a SMART action plan outlining their future development needs as a programme Leader.

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)	Duration (if exam)	Word count (or equivalent if appropriate)
1	1,2	Multiple Choice Questions	50%	1 hour	N/A
2	3	Reflective Practice	50%	N/A	1000 words

Learning and Teaching Strategies:

A variety of learning and teaching strategies will be used, including lectures and workshops, observation, group and individual tutorials, directed study tasks (may be individual or collaborative group tasks).

Syllabus outline:

Syllabus will include:

- Managing and organising programmes of study
- Leading effective teams
- Student support procedures
- Annual monitoring of programmes
- Working with key stakeholders
- Student voice and programme quality
- Minimum standards for the use of the VLE to support learning
- Assessment, feedback and results

Indicative Bibliography:

Essential reading

Fitch, P and Van Brunt, B. (2016). *A Guide to Leadership and Management in Higher Education.* Abingdon: Routledge.

Lea, J. (2015). *Enhancing Learning and Teaching in higher Education.* Maidenhead: open University Press.

Other indicative reading

Bryman, A. (2007). Effective leadership in higher education: a literature review. *Studies in Higher Education.* Vol. 32, No. 6. pp.693-710
https://pdfs.semanticscholar.org/d871/899a0f30a1a4a90abc550cdb17c38ab752ce.pdf

Buller, J.L. (2015). *Change Leadership in Higher Education.* San Francisco: Jossey-Bass.