

Students' Association Director of Education: Information Pack

Line-managing Responsibilities:

The Director of Education (DoEd) line manages the:

- PG Academic Convenor
- Science & Medicine Faculty President
- Arts & Divinity Faculty President
- Education Committee
- Employability Officer (joint line-managing with the DoSDA)

A Typical Week's Calendar:

An average week contains a mixture of standing meetings, one-off meetings, one-off events/projects, and independent work:

	Monday	Tuesday	Wednesday	Thursday	Friday	
8:00	Reading ESMG paper pack					
8:30						
9:00		Emails and scheduling	Emails			
9:30			Call with Ops Manager		Emails	
10:00	PG Academic Convenor Catch-up	Daily Huddle	Daily Huddle	Proctor/Sabb Team Catch-up	Daily Huddle	
10:30		Emails	Enhancement Theme Team Call	Study Space Catch-up	Careers Call	
11:00	ARI Catch-up	Curriculum Approval Group Meeting (CAG)			Meeting actions	Post social media updates
11:30	Dealing with an unexpected task					
12:00				Sabb Team Catch-up	Emails	University Court Meeting
12:30	Lunch				Private Call	
13:00	Sustainability in the Curriculum	Edu Exec Catch-up	Lunch	Lunch		
13:30			Sustainability Rep Meeting			
14:00	Union Management Meeting	Education Strategic Management Group (ESMG)	Writing the DoEd Board Report	URLT Prep Call (School of IR)		
14:30					Check-in Call with School President	
15:00						
15:30	Emails and meeting actions		Break		Call with an Associate Dean	
16:00		Finishing Court paper pack	AR Coordinator Catch-up	Disabilities Forum		
16:30	Reading Court paper pack	Completing miscellaneous tasks	Working on a manifesto objective	Meeting actions		
17:00					Break	
17:30						
18:00				School Presidents' Forum		
18:30			Emails			
19:00						

Key:

University-related meeting or task
Union-related meeting
Independent work
Breaks

Standing Meetings (Students' Association):

The Daily Huddle

- 15 minutes, held daily, chaired by Association Operations Manager, Chris Clarke
- Sharing information about your schedule and the day's tasks
- Actions: N/A

Management Meeting

- 1.5 hours, held weekly, chaired by Association Operations Manager, Chris Clarke
- Working through standing tasks/agenda items, discussing priorities, and reporting on your work
- Actions: N/A

Meeting with the Operations Manager (Staff Mentor)

- 15-30 minutes, weekly
- Catching up about personal matters, academic representative updates, and other things
- Actions: N/A

Sabb Team Catch-up

- 30-60 minutes, held weekly
- Discussing Sabb priorities, ongoing collaborative projects, and a general catch-up
- Actions: adding to the agenda and reporting on relevant areas

Students' Association Board (evening meeting)

- 2 hours, every 4-6 weeks, chaired by David Scott
- Discussing Students' Association priorities, hearing reports from the Sabbatical Officers and Union management
- Actions: submitting a written report updating on the work of the DoEd, drafting any additional issue-specific papers for the Board ahead of time, reading papers prior to the meeting

Councils – Students' Association Executive Committee (SAEC)

- 1 to 1.5 hours, monthly, chaired by the Association Chair
- Discussing motions which have gone straight to SAEC, or approving relevant motions/constitutions which have gone through SRC
- Actions: reading papers, submitting papers, voting

Councils – Students' Representative Council (SRC) (evening meeting)

- 1.5 to 2 hours, monthly, chaired by the Association Chair
- Updating SRC Officers on Sabbatical activities, discussing motions from officers and students (by petition)

- Actions: reading papers, submitting papers, voting

Education Committee Meeting (evening meeting)

- 1 hour, weekly on Thursdays, co-chaired by Faculty Presidents
- Discussing issues of learning and teaching across Schools, updating School Presidents and Language Convenors on the work of Education Executive Committee
- Actions: provide verbal updates

School Presidents' Forum (evening meeting)

- 1 hour, twice per semester, chaired by the DoEd
- Discussing issues of learning and teaching across Schools, receiving updates from academic staff members (Proctor, AVP Dean of Learning and Teaching, Associate Deans (Education), and Director of Student Experience), facilitating an open discussion
- Actions: schedule the meetings, call for agenda items, and chair

Postgraduate Academic Forum

- 2 hours, twice per semester, chaired by the PGAC
- Discussing postgraduate studies, receiving updates from academic staff members (e.g. Proctor, Provost), and collaborating on solutions
- Actions: read agenda and prepare verbal update

Education Executive Meeting

- 1 hour, weekly, chaired by the DoEd
- Discussing updates and projects being coordinated by the members of Edu Exec
- Actions: decide on the agenda with the Academic Representation

Meeting with the PG Academic Convenor

- 30-60 minutes, every other week
- Catching up about postgraduate academic matters and other updates
- Actions: N/A

Check-in with the Academic Representation Intern

- 15-30 minutes, 1-3 times weekly
- Discussing scheduling, inbox management, and current projects
- Actions: collate list of to-dos to delegate to the ARI

Meeting with the Academic Representation Coordinator

- 30-60 minutes, weekly
- Catching up about all components of the DoEd role, workload issues, manifesto progress, and other areas
- Actions: N/A

Standing Meetings (University):

Monthly Meetings with Proctor and Sabbs

- 1 hour, monthly
- Catching up on updates from the Proctor, Sabbatical team priorities, collaborative work, and general student issues
- Actions: collate a verbal report

University Court Meetings

- 3 hours, every quarter
- Hearing updates from the Principal and other senior managers, approving papers brought to Court, discussing salient issues
- Actions: read the paper pack, prepare the Rector's Report in collaboration with the Rector, Rector's Assessor, and Association President well in advance

University Senate Meetings

- 2 hours, every quarter
- Hearing updates from senior University staff, approving papers brought to Senate, discussing salient academic issues
- Actions: read the paper pack

Education Strategic Management Group (ESMG)

- 2 hours, every other week
- Approving papers brought to ESGM related to learning and teaching, discussing related issues
- Actions: read the ESGM paper pack, prepare a verbal report of academic representation activities

Postgraduate Group

- 1 hour, every 3-4 weeks
- Discussing issues relevant to postgraduate academic life
- Actions: prepare a verbal report of PG academic representation activities

OPTIC Meeting

- 1 hour, every three weeks (alternating with DoSDA and President)
- Listening to updates from University Heads of Unit
- Actions: read the agenda, provide an update from the Students' Association, and field questions

Academic Monitoring Group (AMG)

- 1.5 hours, every couple of months
- Approving papers brought to AMG and discussing issues related to academic quality and student progression
- Actions: read the paper pack

Curriculum Approvals Group – Strategic (CAG)

- 2 hours, every quarter
- Approving papers brought to Strategic CAG and discussing issues related to curriculum and educational strategies
- Actions: read the paper pack

Postgraduate Research Committee (PGRC)

- 2 hours, every couple of months
- Approving papers brought to PGRC and discussing issues related to academic quality and PGR studies
- Actions: read the paper pack

Teaching Infrastructure Steering Group (TISG)

- 1.5 hours, every couple of months
- Discussing issues related to teaching spaces and investments
- Actions: read the agenda and associated papers, provide student perspectives

Learning and Teaching Committee (LTC)

- 2 hours, every couple of months
- Discussing issues related to learning and teaching, approving papers that come to LTC
- Actions: read the agenda and associated papers, provide student perspectives

Enhancement Theme Meetings

- 1 hour, monthly (sometimes more often), chaired by the Enhancement Theme Lead
- Catching up on projects and initiatives led by the group members, organising events, considering applications for funding
- Actions: provide input and ideas in the meeting

Careers Centre Meetings

- 30 minutes, every other week
- Catching up about careers and employability priorities, and collaborative projects
- Actions: prepare a verbal report of activities, publicise Careers Centre materials

Study Space Catch-up

- 30 minutes, every other week
- Catching up about available Library spaces and other study space issues with Graeme Hawes and Pauline Brown
- Actions: collate any study space feedback received from students

Sustainability Rep Catch-up

- 30 minutes, monthly
- Catching up about Sustainability Rep projects with the Environment Team's Sustainability Coordinator and the Academic Representation Coordinator
- Actions: N/A

Catch-up with the Director of Student Experience

- 30 minutes, monthly
- Catching up about salient projects and issues, one-on-one with the Director of Student Experience, Ros Claase
- Actions: N/A

EDI Faculty Catch-up

- 30-60 minutes, monthly

- Catching up about EDI initiatives and projects with the University EDI Faculty Leads, Faculty Presidents, and the Academic Representation Intern
- Actions: collate any feedback received from students

One-off Meetings

Occur regularly:

- Main Library Refurbishment Project Board meetings
- School Presidents' Advisory Group
- School Role Forums (e.g. Disabilities, Careers, Community & Events)
- Sustainability in the Curriculum Committee meetings
- Meetings with the Chaplain and Sabbs

Occur occasionally:

- Freshers' Week meetings (July to September)
- Welcome events for incoming UG and PG students
- Meetings with the Association Marketing and Design Officer
- Madras Project Board
- Matriculation Governance Board meetings
- Advising System Best Practice Group meetings
- Informal meetings of University Court members
- Meeting with individual students, e.g. to discuss an issue related to teaching delivery
- Meeting with University staff members, e.g. to discuss a staff-led initiative
- Meeting with SPARQS rep for St Andrews, Simon Varwell
- Strategic 'Away Days' for committees such as LTC, PGRC, or Court
- Strategy Catch-up with the Director of Strategy and Policy
- Catch-ups with Student Services senior management

One-off Events or Projects

High time commitment:

- Contributing to School President and Language Convenor training and induction (June/July)
- Contributing to Freshers' Week (July to September)
- UG Class Representative Elections and Training (September)
- PG Representative Elections and Training (October)
- Supporting projects and initiatives led by Education Committee members
- University-led Reviews of Learning and Teaching (URLTs)
 - o Reading all documentation and providing key themes and questions
- Quality Code Mapping 'Student Engagement' for the Academic Monitoring team
- Contributing to Association awards ceremonies
 - o Student Excellence Awards, Teaching Awards, Proctor's Award
- Supporting on the Students' Association elections (Semester 2)
- Preparing and redeveloping School President and Language Convenor training
- Handover preparation and delivery (April to June)

Low time commitment:

- Producing introductory content about yourself and the DoEd role
- Participating in the Opening Ceremonies (August/September)
- Being filmed or filming yourself for different promotional projects
- Supporting the academic representatives from the International Education Institute (IEI)
 - o Taking on School President-like responsibilities in collaboration with the Academic Representation Coordinator to guide the IEI Rep team
- National Education Officers Network meetings (arranged by SPARQS)
- Student Governor Training Events (arranged by Advance HE, paid for by Court)
- Instagram takeovers once a month (insight into DoEd life)
- Updating the Union's website
- Reviewing University communications to students in collaboration with the Association President
- Assessing student academic appeals
- Organising catch-up meetings or check-ins with student volunteers
- Attending graduation ceremonies

Independent Work

For example:

- Reading meeting papers and pulling together comments and questions to raise
- Completing actions from meetings
- Responding to emails and Teams messages
- Drafting content to be shared with students (e.g. for the website or Sabb email)
- Preparing for meetings (e.g. reading papers, writing reports)
- Administering the Education Discretionary Fund and Employability Fund
- Working on manifesto projects
- Reviewing and updating policies
- Convening SAB sub-groups to carry forward strategic priorities
- Collecting, analysing, and implementing student feedback
- Gathering information from committees
- Sharing updates about your work on social media
- Developing the Academic Representation Teams space
- Coordinating social events or supplementary training for EduCom members
- Organising recognition (e.g. gifts) for EduCom members