



## **Director of Learning and Teaching**

King's Own Institute (KOI) is a leading private institution of higher education located in central Sydney and Newcastle, Australia, offering high quality accredited diploma, undergraduate and postgraduate courses in Accounting, Business, Management, Information Technology (IT) and postgraduate courses in TESOL (Teaching English to Speakers of Other Languages).

We are seeking an experienced Director of Learning and Teaching to join our Academic Department. The role of Director of Learning and Teaching is designed to support the Vice President (Academic) and to provide support on all matters related to the management of academic operations, research and scholarly activities, including management and coordination of teachers, overseeing academic services and administration functions, and providing leadership in research and scholarly activities.

### **Duties**

- Monitor the implementation of the Learning and Teaching Plan and maintain and report data to the Learning and Teaching Committee in order to measure performance against learning and teaching goals and KPIs
- Support the Vice President (Academic):
  - maintaining standards which ensure that KOI upholds an appropriate level of quality delivery of learning and teaching according to the needs and expectations of the Academic Board, AIBM Council, partner institutions (if any), regulatory agencies, students and other stakeholders
  - governance, legislative and compliance operations in accordance with the ESOS Act (2000), the National Code and the National Protocols; State Higher Education acts; the Higher Education Support Act (2003), and the requirements of all external regulators such as TEQSA, State Education authorities and partner institutions
  - Manage the academic operations for Newcastle campus
  - undertaking representational duties of Vice President (Academic) and act as 2IC and deputy when required
- Support the Learning and Teaching Committee, Course Advisory Boards, Board of Examiners and Academic Board, in achieving their Terms of Reference
- Oversee the Academic Services department in ensuring that all administrative duties, workflows are implemented and conducted appropriately and effectively.
- Ensure that mechanisms for detecting and preventing breaches of academic integrity and misconduct are effective.
- Oversee the maintenance of quality assurance in learning and teaching assessment and evaluation mechanisms via the interaction with Heads of Schools and other academic personnel to ensure appropriate support and resources are available to teaching staff
- Drive the development of the learning and teaching aspects, including matters pertaining to delivery, pedagogy and assessment of:
  - existing courses
  - courses for which reaccreditation is sought
  - new courses



### Essentials

- A Doctorate degree in a relevant discipline
- A minimum of five (5) years' experience in a generical position
- A minimum of 3-5 years' experience in an international higher education provider
- A minimum of 7-10 years' teaching experience in an Australian Higher Education
- Demonstrated practice of scholarly in learning and teaching area, i.e. confidently navigate technology and digital tools
- Specialisation in the management, development and delivery of online and hybrid courses
- Demonstrated knowledge of regulations relating to higher education industry/providers
- Demonstrated knowledge and experience working in compliance with TEQSA requirements, HESF standards and AQF guidelines

Candidate MUST have full working rights with no restrictions.

Candidate MUST reside in Sydney.

Candidate MUST be willing to undergo a Police Check.

If this sounds like you and you are ready to take your career to the next level, please send through your CV and cover letter to our HR Department at [human.resources@koi.edu.au](mailto:human.resources@koi.edu.au).

Only shortlisted candidates will be contacted.