

HvA HoofdTeacher

Goal

To coordinate the development of courses, teach classes and supervise lecturers in this area. To conduct research, taking the study programme as a point of departure as well as the Institute's education policy in order to facilitate students in achieving the learning goals corresponding to the exit qualifications for the rekenaart course components. To contribute to the promotion of the Institution's public profile.

Context

Reports to/receives hierarchical guidelines from:

- Instituutsdirecteur
- Onderwijsmanager

RESULTAREAS

Main activity	Frame	Result	Activity
1. Course development			
Coordinate the development of new curricula, study programmes and learning cycles	<p>The institute's multi-year plan</p> <p>Institute Plan</p> <p>New or modified insights and knowledge</p> <p>Demand for education from the social environment</p>	Improved study modules in terms of content, design and implementation	<ul style="list-style-type: none"> • Provide an explicit description of the functional requirements for the teaching plan and exit competencies, and coordinate these with other aspects of the study programme. • Incorporate new insights, practices and research results in educational content, design and teaching methods • Prepare an action plan in respect of course development and submit this for approval to those carrying ultimate responsibility • Coordinate the implementation of this action plan • Publish teaching materials
2. Teaching			
Prepare and implement the assigned study modules	<p>Curriculum</p> <p>Specified study load</p> <p>Competencies to be acquired by students</p>	Achieve defined academic objectives to enable students to acquire the required competencies	<ul style="list-style-type: none"> • Prepare and conduct class meetings for students • Create the proper conditions for the learning process by applying didactic working structures and modern education technology • Supervise and coach students in terms of educational content • Ensure timely availability of teaching materials and assessments
3. Curriculum evaluation			
Evaluate the organisation and provision of education, in addition to making proposals on potential improvements and/or content	Defined quality criteria, content and objectives relating to the study programme	Students are capable of achieving the defined learning objectives more effectively	<ul style="list-style-type: none"> • Take stock of and assess the curriculum or curricular components that are to be evaluated • Responsible for evaluating and adjusting the curriculum • Involve relevant parties from the professional field in evaluating the curriculum and ask them for advice on adjustments, where necessary • Draw up evaluation reports on the structure and implementation of (parts of) the study programme • Provide information to assessment committees
4. Supervision and assessment of students			
Assess the performance and learning progress of students and/or provide guidance to students when executing and progressing their studies	<p>Defined standards for the study programme</p> <p>Assessment methods developed and/or approved by the study programme</p>	An objective assessment of the extent to which the student has achieved the desired level, and is capable of completing the study programme within the specified timeframe	<ul style="list-style-type: none"> • Prepare examination questions and conduct and assess oral and written examinations • Conduct and evaluation assessments • Assist students in formulating learning objectives and when completing study and internship assignments • Identify stagnation in the student's development and academic progress

RESULTAREAS

Main activity	Frame	Result	Activity
5. External orientation			
Develop and maintain contact with the professional field and other stakeholders, and keep track of the latest developments in one's own field	Internal guidelines Institute Plan Education policy	Initiate innovation activities, and help to promote the study programme's positioning	<ul style="list-style-type: none"> • Instigate and maintain contact with the business community or relenaart institutions • Act as a contact person for external bodies • Participate in various internal and external consultations • Maintain relationships with alumni • Represent the study programme in relenaart media and bodies
6. Inquiry			
Conduct research	Knowledge network policy Research criteria for own area of research	Contribute to the development and dissemination of knowledge and insights in the knowledge network's specific field	<ul style="list-style-type: none"> • Formulate research proposals and prepare a research plan • Conduct research • Collect, analyse, assess and interpret research data • Maintain and adjust research methods and research tools • Publish research results by means of publications, presentations, etc
7. Project leader			
Set up and/or manage inter-disciplinary and national as well as international projects	Assignment specifications	Project objectives achieved efficiently and effectively	<ul style="list-style-type: none"> • Formulate project objectives and develop a project structure and planning schedule • Manage and coordinate project execution • Communicate and generate support for the project • Report on the progress of project execution and evaluate the final results after the agreed period(s) has ended • Ensure the project is coordinated with other work fields
8. Coordination			
Coordinate the execution of study modules and/or activities to be conducted by department staff	Curriculum	Achieve academic objectives	<ul style="list-style-type: none"> • Discuss the content, structure and teaching methods of a curriculum component • Support the execution and provide feedback in order to achieve further improvement • Inform staff of the desired objectives and results
9. Functional supervision			
Provide functional supervision to department staff	Institute Plan Institutional HRM policy Assigned powers and guidelines	Promote the effective, efficient and high-quality performance of work	<ul style="list-style-type: none"> • Provide advice during the recruitment and selection of staff members • Conduct performance interviews and career interviews with staff members • Issue assignments and instructions to employees and monitor the progress and quality of execution • Develop talent and professionalise staff members • Take stock of the required expertise, and make proposals for a training programme

Ranking criteria HvA HoofdTeacher

Function level	
Ranking criteria	
General	There is only one level for the job. Subsequently, no classification criteria have been defined.

Ranking Rules HvA HoofdTeacher

Source:
- Hay method