



Position Description

Position Details

Business Entity	Kaplan Business School	Department	Academic
Job Title	Academic Head	Location	Various
Reports To	Academic Director	Direct Reports	Nil

Overall Purpose

The purpose of the Academic Head position is to act as the deputy to the Academic Director. This position is therefore characterised by day-to-day management responsibilities and implementation-type activities such as complaints handling, coaching, grade moderation, subject reviews, and coordination of lecturers. In addition, the Academic Head is expected to provide ongoing support to the Academic Director as KBS's academic strategy and leadership priorities are put into effect.

Core Mindset and Work Ethic

What you believe:

- That being an educator is a tremendous privilege.
- That there is a real opportunity here to profoundly improve people's lives.
- That a student-centred learning experience is of supreme importance.

What you feel:

- Passion for creating innovative and impactful learning experiences.
- Enthusiasm for the task of transforming KBS into a world-class business school.
- Commitment to your own development since the greatest teachers are also lifelong students.

How you think:

- Abstractly. Because how things have always been done might not be how they should always be.
- Open-mindedly. Because some of the best ideas come from the most unlikely of sources.
- Mindfully. Because there's a big difference between 'being here' and 'being present'.

How you act:

- Positively. Because even the most challenging of experiences has a silver lining.
- Collaboratively. Because everyone is a colleague – right across the global Kaplan business.
- Ethically. Because the highest standards must never be negotiable.

Why you're here:

- To make a genuine difference.
- To laugh, love, and learn.
- To work in a profession closely aligned to your life's purpose.

Key Responsibilities

Academic Management

- Motivate the academic team within the discipline area to achieve performance objectives.
- These objectives include, but are not limited to, student retention, student engagement, lecturer engagement, and the scholarly success of students (especially rates of progression).
- Coach academic staff so that they reach levels of excellence in relation to teaching practice, content development and scholarship.
- Be professionally engaged in the assigned discipline area/s such that Kaplan Business School is at the forefront of academic scholarship.
- Ensure Kaplan academic policies and standards are applied within the discipline area to achieve optimum academic outcomes for the school.



- Assist, in conjunction with the Academic Director, in scheduling lecturers each trimester.
- Participate in the recruitment of new lecturers.
- Report on academic outcomes, with special care taken to promptly and transparently declare any opportunities and threats, with subsequent action plans recommended and implemented.
- Build solid relationships with lecturers, particularly those based in other locations.

Content Development and Delivery

- Guide the preparation of lectures, tutorials and workshops using innovative, flexible and stimulating course materials.
- Proactively manage KBS courses within the assigned discipline, including but not limited to:
 - The development and maintenance of course material and topic outlines.
 - The articulation of course-level objectives and assessment criteria in all relevant materials.
 - The accurate uploading of resources on the learning management system.
 - The periodic updating – and timely availability – of course materials, assessments and resources.
- Commit and contribute to the enhancement of quality in all facets of academia.
- Encourage innovation in all areas of scholarship, especially curriculum development.
- Contribute to subject improvements and use student feedback to inform regular improvements.
- Develop new subjects in line with industry expectations, in conjunction with the Academic Director.
- Stay in touch with the life of an academic by teaching two subjects every trimester.
- Undertake additional teaching and assessment activities (e.g. lecturing, marking) across KBS courses.
- Be at the forefront of innovative teaching and learning pedagogies.

Assessment Management

- Design and review assessments within the discipline area.
- Coordinate delivery of all assessment tasks in line with the KBS framework.
- Hold course assessment meetings with markers.
- Conduct and coordinate assessment marking as required.
- Manage the timely completion of assessment marking by lecturers.
- Select high, medium and low assessments for moderation for each assessment.
- Identify and draw attention to student misconduct in assessment activities.
- Meet deadlines in relation to grade moderation and ratification.

Scholarship

- Participate in scholarly activity such as short workshops and/or full qualifications.
- Demonstrate up-to-date expertise of disciplinary knowledge via relevant research, conference attendance, publications, and contemporary thinking.
- Monitor the professional development activities of the discipline's lecturers to ensure their knowledge is current and comprehensive.
- Mentor faculty and provide guidance to less experienced academics.

Student Engagement

- Embrace student feedback and implement solutions to problem areas promptly.
- Manage student complaints appropriately by conducting investigations efficiently and respectfully.
- Implement practices that enhance the student experience.
- Inspire lecturers, particularly those employed casually, to be dedicated and engaged academics.

General Administration

- Actively participate in meetings.
- Conduct general administration.



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- Search for process improvements that can improve the academic function.
- Maintain meticulous attention to detail, such as typos in slides and factual errors in assessments.

Project Management

- Actively participate in projects as and when required by the academic leadership team.
- Play a critical role in the accreditation and reaccreditation of courses and provider registration.
- Instigate initiatives, and see them through to completion, that lift the student experience.

Contribute to a supportive, positive and safe workplace

- Comply with all company policies and procedures including WHS legislation requirements.
- Ensure as far as is practicable that the workplace is safe and that risks are minimised.
- Be a productive member of the Kaplan team by being a daily exemplar of the company's values.
- Adhere, and suggest improvements to, Policies and Procedures.

Qualifications and Skills

Essential

- Doctoral degree in a relevant discipline or at least nearing its completion
- University teaching and subject coordination experience (undergraduate and postgraduate)
- High levels of emotional intelligence
- Meticulous attention to detail
- Excellent organisational skills
- Excellent verbal and written communication
- Ability to lead and motivate others
- Coaching and mentoring skills
- Teamwork skills, with an ability to work positively and collaboratively with colleagues and leaders
- Ability to work under pressure and to prioritise work effectively
- Commitment to excellence, innovation and continuous improvement
- Guided by a strong ethical framework with moral courage
- Judicious decision making
- Genuine passion for teaching excellence

Desirable

- Membership of relevant academic and professional associations
- Strong connections to industry
- Recent and extensive work experience in industry related to the discipline

Employee Signature _____

Date _____

Manager Signature _____

Date _____