**Vice President Education**

The Vice President (VP) Education has the responsibility for keeping the University’s educational programmes and related matters under continuous review, and for overseeing Academic Representation.

The Vice President Education:

- Is the University’s point of contact for matters relating to educational programmes.
- Has a responsibility for ensuring effective student representation within the University.
- Is a student member of Senate and a member of Senate Reference Group; *either President or VP Education will Chair this*
- Is a member of Appointments Committee; a sub-committee of the trustees which assesses and appoints Student Representatives; *either President or VP Education will chair this.*
- Has oversight of the support and training for appointed Student Representatives.
- Works with the Student Advisor to support the Individual Representation Service pilot.
- Is a member of Qualifications and Assessment Committee, which approves new modules/qualifications and authorises amendments and withdrawals.
- Leads the monthly student rep forum organised and supported by the Volunteering and Representation team.

**Key skills and attributes**

The post-holder will need to possess, or be prepared to develop rapidly, the following:

- Thorough knowledge and understanding of academic governance within the University, and the nature of academic representation.
- An interest in the wider Higher Education sector.
- The confidence to contribute to and challenge appropriately in high level committees.
- Effective communication skills and an ability to chair meetings.
- Ability to work independently and as part of a team.
- Commitment to develop further skills and knowledge appropriate to the role.
- A broad understanding of the Students Association and the Open University.

Training and support will be offered to any successful candidate.

**Role Specific Essential information, including time commitment**

This is a voluntary role which requires on average 15 hours a week but is busier at some times. There is an expectation that some meetings will take place at Milton Keynes Campus.

*It is important to also read the shared responsibilities document, which lists shared aspects of the roles which elected student leaders all commit to upon election to the role.*
Examples of meetings attended by VP Education
The nature of our Student Leader’s roles is that there are always additional Association and OU (Open University) working groups and committees that they will attend, as well as a range of one-off activities. We are therefore providing the most comprehensive list we are currently able to.

The list specifies scheduled meetings; additional work is typically required between these through online discussions and/or reading papers. In general, where there are face to face meetings these often take place in Milton Keynes, however, we are embracing blended working and so many meetings can be attended online.

Association meetings
- Senate Reference Group – four times a year, usually Wednesday mornings (First meeting 14 October).
- Appointments Committee – three times a year. The President or VP Education chairs this.

OU meetings
- Senate – four times a year after Senate Reference Group, usually Wednesday Afternoons, including a lunch meeting for the six Senate Student Delegates (First meeting 14 October).
- Student Casework Steering Group – twice a year.
- Qualifications and Assessment Committee – Three times a year (Feb, May, and November).
- Co-Chair of Peer Review Group which is part of the Quality, Monitoring and Enhancement process.