

## CTA Academic Management: Summer 2008 Appointments

### **Role description – Head of Year Two (HOY2) SUMMARY**

For full information regarding this post please email [lezli.lawrence@cta-uk.net](mailto:lezli.lawrence@cta-uk.net). This will include details regarding the application process, generic academic management person specification, main duties and responsibilities, reporting and line management, place and hours of work, salary package and CTA's strategic aims and objectives.

#### **Job Purpose:**

1. Delivery of the second year programme, including scheduling and budgetary control.
2. Promotion of excellence in the delivery of the second year programme, ensuring a high quality of provision.
3. Ensuring fair trade in delivering the second year programme.
4. Development of the second year programme according to ongoing review and validation.
5. Faculty line-management, overall performance monitoring and appraisal, and sub-contracting.
6. Promoting student centred learning in line with CTA's educational philosophy.
7. Supporting CTA's strategic development through participation in its educational philosophy & alliances.

#### **Appointment schedule:**

Advertisement CTA Website:	Thursday 19 <sup>th</sup> June 2008
Advertisement The Acupuncturist:	Tuesday 1 <sup>st</sup> July 2008
Deadline for applications:	Tuesday 15 <sup>th</sup> July 2008 noon
Interviews:	Wednesday 30 <sup>th</sup> July 2008
Appointment:	Tuesday 26 <sup>th</sup> August 2008

#### **Application:**

A letter of application and curriculum vitae should be sent to Paul Hougham at CTA – The College of Traditional Acupuncture, Haseley Manor, Hatton, Warwick, CV35 7LU, to arrive by 12 noon on Tuesday 15<sup>th</sup> July 2008.

#### **Interviews:**

Interviews will take place on Wednesday 30<sup>th</sup> July 2008. Shortlisted applicants will be asked to make a 7 minute presentation on your vision for this role to a group of CTA staff and faculty, as well as attending a formal interview. Timings for the day will be notified to shortlisted candidates.

#### **Queries:**

For informal discussion regarding any of these posts please call CTA's Principal, Paul Hougham, on 07999 772888.