



Anna Freud

Job Profile

Job title	Deputy Programme Director - MRes Developmental Neuroscience and Psychopathology (DNP)
Reporting to	Vanessa Puetz, Programme Director MRes Developmental Neuroscience and Psychopathology
Employer	Anna Freud
Salary	£59,258 FTE per annum, plus 6% contributory pension scheme
Location	Hybrid (a mixture of home/onsite working): staff are working onsite for at least 20% of their working hours, at our London site (4-8 Rodney Street, London N1 9JH).
Working hours	Part-time 17.5 hours per week worked across Tuesday, Wednesday and Thursday.
Holidays	27 days plus Bank Holidays FTE
Term of contract	Permanent
DBS Level	Standard

About Anna Freud

We are a world-leading mental health charity for children, young people and their families. Our purpose is to take everything that we have learned over the last 70 years, and to transform the mental health of current and future generations of children and young people, to close the gap between mental illness and mental wellness - and to create a more compassionate society for everyone. Our vision is a world where all children and young people are supported effectively to enable them to develop their emotional and mental health, build on their strengths and achieve their goals in life. Our mission is to close the gap in wellbeing and mental health by advancing, translating, delivering, and sharing the best science and practice with everyone who impacts the lives of children, young people and their families.

Purpose and overview of the role

Deputy Programme Director for the MRes Developmental Neuroscience and Psychopathology (DNP) and Module Lead for Multiple Perspectives in Child Development and Psychopathology I and II

Overview of the post

The Deputy Programme Director and Module Lead will work closely with the Programme Director to support the delivery of high-quality teaching and the ongoing development of the MRes programme in Developmental Neuroscience and Psychopathology (DNP), ensuring that the programme is delivered in accordance with UCL standards and regulations and in line with the course objectives.

Purpose of the post

The Master of Research (MRes) in Developmental Neuroscience and Psychopathology (DNP) is a two-year Masters programme, which is a collaboration between Anna Freud, University College London and the Child Study Centre at Yale University in the USA. The MRes brings together thinking from multiple perspectives, with a particular focus on the role of neuroscience in understanding child psychopathology. Students spend their first year in London (based at Anna Freud) and their second year at Yale, where they undertake a substantial research project. The student cohort is small (generally 14 students per year) and carefully selected.

The role, in collaboration with the Programme Director, includes responsibilities such as supporting the day-to-day management of the programme, recruiting and managing teaching staff, supporting course administration, course marketing and student recruitment, teaching and marking duties, quality assurance, student support, and UCL governance processes.

In addition, the post-holder will serve as Module Lead for the Multiple Perspectives in Child Development module, delivered across all three teaching terms (MP I, MP II and MP III). The post-holder will be responsible for the planning, delivery, assessment and evaluation of the module and will work closely with guest lecturers, seminar leaders and programme staff to ensure a high-quality student experience.

The post-holder will liaise with the Programme Director, Module Leads, Education Officer, Programme Officer, Senior Education Manager and the Head of Postgraduate Studies in the management of the programme. They will also work within a broader team of Programme Directors and Postgraduate Studies staff to create and deliver a coherent and high-quality programme.

Duties and Responsibilities

1. Academic Duties

- Ensure the development, planning and implementation of an integrated and coherent high-quality curriculum consistent with the programme aims;
- Contribute directly to the teaching and marking of the programme;
- Work with other markers on the programme to ensure inter-rater reliability;
- Ensure production of assessments with clear corresponding marking criteria before these are presented and ratified by the External Examiner;
- Ensure the programme meets its student recruitment and teaching quality targets as agreed with the Head of Postgraduate Studies and the Head of the Research Department of Clinical, Educational and Health Psychology at UCL;
- Attend the annual Curriculum Committee meeting, regular Postgraduate Studies staff meetings and the Exam Board meeting. Attendance at UCL meetings will also be required from time to time;
- Ensure the successful maintenance of academic standards and teaching quality;
- Work alongside the Programme Director, Senior Education Manager and Education Officer to ensure that all UCL requirements are met, including organising required meetings for effective programme functioning (e.g. SSCC meetings, Programme Teaching Committee meetings) and the timely completion of all necessary UCL documentation (e.g. student feedback reporting, Annual Student Experience Review reports);
- Assist in collecting and responding to student feedback (including PTES) to ensure high levels of student satisfaction are maintained;
- Work alongside the Programme Director, Module Leads and Programme Officer to coordinate preparation and documentation for Exam Board meetings;
- Together with the Programme Director, the Yale Programme Director and the Programme Officer, ensure the welfare and safety of students while at UCL, Anna Freud and Yale University;
- Assist the Programme Director in managing student grievances, complaints and misconduct processes;
- Support the ongoing development and innovation of programme delivery, including ensuring compliance with institutional digital learning standards.

2. Monitoring and Support of Student Progress

- Work with the Programme Director, Education Officer and Programme Officer to maintain records monitoring student progress, achievement and attendance;

- Ensure completion of student assessments and oversee coordination of marking, ensuring all assessments are securely stored, marked and returned with feedback within agreed timescales;
- Work alongside the Programme Director and Education Officer to oversee the extenuating circumstances process, ensuring students are provided with clear information and that individual cases are monitored appropriately in liaison with the relevant UCL Faculty Panel;
- Work alongside the Education Officer to ensure provision of appropriate pastoral care and student support.

3. Module Lead Responsibilities - Multiple Perspectives in Child Development

Module Leadership

- Deliver the Multiple Perspectives in Child Development module across the academic year, including MP I and MP II together with a Module Co-Lead
- Deliver a proportion of teaching within the module (typically a minimum of four lectures per module);
- Identify, approach and schedule appropriate guest speakers for the remaining teaching sessions;
- Coordinate and provide oversight to seminar leaders supporting the module;
- Ensure the efficient and effective delivery of all teaching elements of the module;
- Work with the Programme Director to review and develop module content in line with programme aims and current developments in the field.

Delivery

For lectures presented by the Module Lead

- Provide titles and descriptions of lecture content for inclusion in programme documentation, Moodle and programme marketing materials;
- Compile and maintain module reading lists, ensuring these are updated annually and submitted within required timelines;
- Produce PowerPoint presentations and other teaching materials as appropriate;
- Provide student handouts and learning materials in sufficient time for dissemination to students;
- Ensure teaching materials and student exercises are provided for programme records and archiving.

For lectures delivered by guest speakers

- Make initial contact with guest speakers and agree teaching dates, content and learning objectives;

- Provide speakers with relevant information regarding duration, format and expectations;
- Obtain teaching materials and lecture plans in advance wherever possible;
- Attend sessions delivered by guest speakers and introduce speakers to students;
- Ensure all required administrative processes relating to guest speakers are completed.

Alternative module structures

- Work collaboratively with the Programme Director to develop and implement alternative teaching structures where required.
- **Assessment**
- Devise module assessments in conjunction with the Programme Director and in accordance with UCL regulations and MRes requirements;
- Ensure assessments are submitted within required timelines to allow External Examiner review and feedback;
- Develop and update marking criteria where appropriate;
- Act as first marker for module assessments and coordinate second marking procedures;
- Act as second marker on other programme assessments as required;
- Ensure marks and feedback are completed accurately and returned within agreed deadlines;
- Invigilate examinations where applicable;
- Attend the annual Exam Board meeting.

Student Feedback

- Ensure module evaluation processes are completed effectively;
- Review student feedback and discuss outcomes with the Programme Director and relevant teaching staff;
- Develop and implement appropriate responses and module enhancements based on student feedback.

Marking, Liaison and Professional Development

- Contribute to the assessment of coursework and student research dissertations submitted throughout the academic year;
- Maintain regular communication with the Programme Director and programme team to ensure successful delivery of the programme;
- Maintain and develop professional knowledge and expertise through continuing professional development activities.

4. Course, University and Centre Administration

- Assist in the recruitment of teaching staff as required;
- Maintain effective communication with Module Leads, Programme Officer, Education Officer, Senior Education Manager and teaching staff;
- Participate in programme administration activities including admissions, recruitment, marketing and student selection processes;
- Interview and select applicants where appropriate;
- Support programme development, quality assurance and strategic planning activities as required.

5. Professional Development

- Maintain own continuing professional development and remain up to date with developments in teaching, assessment, developmental neuroscience and child psychopathology.

Other

- To actively follow and promote Anna Freud policies, including Equal Opportunities, Safeguarding, Health and Safety and Information Governance;
- To complete all mandatory training within required timescales, including Safeguarding, Health and Safety, Equality, Diversity and Inclusion, and Information Governance training;
- To maintain an awareness of and comply with fire, health and safety regulations;
- The welfare of the children, young people and vulnerable adults who come into contact with our services either directly or indirectly is paramount and all staff have a responsibility to ensure that best practice is followed, including compliance with statutory requirements.

To be noted

This is not an exhaustive list of duties and responsibilities. The post-holder may be required to undertake other duties commensurate with the scope and purpose of the role.

This job description reflects the current requirements of the post. As duties and responsibilities develop, the job description may be reviewed and amended in consultation with the post-holder.

The post-holder will be required to undergo an enhanced DBS check, which will be arranged by Anna Freud.

Person Specification

Before starting your application, please read the below in full to understand the requirements of this role. The key criteria which will help us to assess candidates are listed below. There is guidance to highlight at which stage the criteria will be assessed. **Please ensure all criteria listed to be assessed at application stage are evidenced in your supporting statement.**

Criteria	Assessment Method (Application/Interview/Task)
Qualification/training, experience and/or knowledge	
PhD in Psychology, Neuroscience or a related discipline.	Application
Sound knowledge of developmental neuroscience, developmental psychopathology, neuroscience methods and child development, with a strong understanding of at least one major theoretical approach to developmental psychology (e.g. cognitive, psychodynamic, systemic, behavioural, developmental psychopathology or neuroscience), together with familiarity with a range of other approaches.	Application/Interview
Knowledge of course and programme organisation within a Higher Education setting and experience of Masters level/postgraduate curriculum design, delivery and quality monitoring.	Application/Interview
Experience of organising, delivering and monitoring research placements and/or research training.	Application/Interview
Demonstrable track record of positive student feedback and student engagement and experience of providing pastoral and academic support as required.	Application/Interview
Skills and/or abilities	
Demonstrable ability to lead a team well, prioritising competing demands effectively and ensuring deadlines are met and all records retained to required standards, working collaboratively with multidisciplinary and cross cultural environments where required.	Application/ Interview
Ability to develop and maintain a coherent syllabus and curriculum for postgraduate modules and programmes.	Application/Interview
Ability to manage and support seminar leaders, guest lecturers and teaching staff effectively.	Application/Interview
Ability to use digital learning technologies and virtual learning environments effectively.	Application/Interview

During the interview(s), candidates will be asked at least one question regarding our values, and one question regarding equity, diversity and inclusion (EDI). We expect everyone to actively demonstrate our values and inclusive behaviours in all areas of their work. **Our values and EDI statement can be viewed [here](#).**

Equal opportunity

We ask our people to share their diversity dimensions with us as it helps us to identify, tackle and prevent any bias appearing across the employee lifecycle at Anna Freud. Monitoring this information allows us to understand how well our efforts to improve diversity, equity and inclusion are working. Your responses will be held securely by our HR team in accordance with our privacy policy and will not be seen by recruiting managers or the interview panel at any stage of recruitment, therefore your responses will not form part of our selection process.

Further support

We want to ensure all candidates can access and apply for our vacancies equitably, if you require any additional assistance to apply or would like to find out more about the role, please contact us on recruitment@annafreud.org. We aim to provide reasonable adjustments where operationally possible for the work that we do.

Post-interview

If successful after interviewing, you will be notified verbally with a job offer and pre-employment checks will be initiated.