

<b>TRINITY</b> COLLEGE LONDON	<b>Job Description</b>
<b>JOB TITLE:</b>	Head of Language
<b>Accountable to:</b>	Director of Language
<b>Staff managed:</b>	None
<b>PURPOSE OF THE JOB</b>	
<p>The Head of Language will support the Director of Language in the leadership of Trinity College London's English Language offer. Drawing from highly developed subject expertise and leadership skills, the Head of Language will provide academic leadership for major projects relating to the review and enhancement of existing products; lead R&amp;D programmes with the aim of developing new products and services; contribute to and manage the publication of research outputs that contribute to Trinity's research profile. The incumbent will work with colleagues across the organisation to ensure that Trinity's language offer (including its tests, supporting materials and teacher qualifications) embodies leading practice in the industry.</p>	
<b>KEY ACCOUNTABILITIES &amp; TASKS</b>	
1. Strategic Leadership	<ul style="list-style-type: none"> <li>• Support the Director of Language in the strategic leadership of Trinity College London's English Language offer</li> <li>• Work with colleagues across the organisation to ensure Trinity's English Language offer embodies leading practice in the industry</li> </ul>
2. Research and Development	<ul style="list-style-type: none"> <li>• Lead and undertake research and development activities relating to the enhancement of existing products, and provide academic leadership for the development of new products and services</li> <li>• Provide strong academic leadership and oversight relating to principles of teaching, learning and testing in English Language</li> <li>• Liaise with colleagues in and across the organisation to conduct regular reviews of Trinity's language tests, support materials and teaching qualifications, including the conducting of test validation research</li> </ul>
3. Project leadership and support	<ul style="list-style-type: none"> <li>• Co-ordinate/manage internal projects, ensuring that project timescales and target outputs are achieved</li> <li>• Act as a point of contact for external projects, ensuring that these are delivered on time and meet expectations</li> <li>• Manage product development projects, ensuring that sub-projects progress smoothly and that dependencies are identified and co-ordinated</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepare progress reports and establish an early warning system for project delays or blockages</li> </ul>
4. Publication of research outputs	<ul style="list-style-type: none"> <li>• Contribute to the development and maintenance of Trinity's research agenda for language</li> <li>• Produce research outputs (such as articles and/or conference papers) that contribute to the research profile of Trinity, and enhance Trinity's credibility and presence in the language testing market</li> <li>• Co-ordinate the review of research outputs produced by other colleagues, lead decision-making on publication avenues for outputs (e.g. in peer-reviewed journals, as a Trinity research report, or as a confidential internal report), and finalise Trinity's research reports for publication and public dissemination</li> <li>• Manage the publication of annual exam reports, liaise with internal colleagues/teams (esp. marketing) on the creation of simplified report summaries for a non-technical readership</li> </ul>
5. Special Projects	<ul style="list-style-type: none"> <li>• Undertake special projects for the business as required</li> </ul>
<b>JOB RELATED KNOWLEDGE, SKILLS &amp; EXPERIENCE REQUIRED FOR THE POST</b>	
<p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>• A postgraduate qualification in Language Testing and Assessment or Linguistics</li> <li>• Knowledge of and experience in the design and delivery of language assessments and learning programmes</li> <li>• Proficient knowledge of the English language</li> <li>• Experience in digital learning and testing</li> <li>• Experience in leading complex projects</li> <li>• Highly efficient organisational and administrative abilities</li> <li>• Excellent interpersonal and communication skills</li> <li>• Self-motivated, proactive and able to operate autonomously</li> <li>• Experience in working collaboratively</li> <li>• Confident in using the core Microsoft Office product suite</li> </ul> <p><b>DESIRABLE</b></p> <ul style="list-style-type: none"> <li>• Experience in conducting language testing and assessment or linguistics research</li> <li>• Experience in qualifications development in other subject areas, particularly in arts subjects</li> <li>• Experience in statistical software packages, customised database applications and virtual learning environments</li> </ul>	
<b>CONTACTS: INTERNAL AND EXTERNAL</b>	
<ul style="list-style-type: none"> <li>• Trinity London Office staff</li> <li>• Trinity overseas teams and colleagues</li> <li>• External consultants &amp; academics</li> <li>• Examiner panels</li> <li>• External regulatory bodies</li> </ul>	

<ul style="list-style-type: none"> <li>Key stakeholders overseas</li> </ul>			
<b>FINANCIAL PARAMETERS</b>			
<ul style="list-style-type: none"> <li>Manage budget for special projects with oversight from the Director of Language and the Group Director, Sector Strategies.</li> </ul>			
<b>Approved by line manager</b>		<b>Date</b>	
<b>Approved by Director</b>		<b>Date</b>	
<b>Signed by post holder</b>		<b>Date</b>	