

ST GEORGE'S COLLEGE, JERUSALEM



POSITION DESCRIPTION DIRECTOR OF STUDIES

Background

St George's College, Jerusalem (SGC) is a continuing education institution located in the Cathedral Close of the Diocese of Jerusalem of the Evangelical Episcopal Church of Jerusalem and the Middle East. The College operates in accordance with the Constitution and Canons of the Diocese of Jerusalem.

Originally established as theological college for Palestinian seminarians, SGC subsequently expanded its mission to include educating clergy and laity from other parts of the Middle East and globally. It attracts students from many countries and diverse faith traditions. The most common courses currently offered are short term (10-14 days) programs for clergy and laity of all denominations.

The major program areas for SGC courses are:

- Bible and the Land, including archaeology and history
- Pilgrimage and Spirituality
- Interfaith: Jewish-Christian-Islamic dialogue
- Palestinian Contextual Theology

Vision

To provide a profound, authentic, and spiritually nourishing encounter in the Holy Land

College Mission Statement

St George's College, Jerusalem, is an Anglican community of Education, Hospitality, Pilgrimage, and Reconciliation. Through study, site visits, engaging with the local Christian community, prayer and reflection, lives are transformed and faith renewed.

Strategic Directions

The following have been identified as strategic directions for the next 5 years:

- Wider participation from the Anglican Communion worldwide
- Targeting ordinands and younger clergy
- Supporting the Diocese of Jerusalem, and connecting with the 'living stones' of the local Church
- Developing inter-faith courses
- Encouraging lay faith formation
- Raising the scholarly profile of the College

Position Summary

The Director of Studies is a key leadership role within St. George's College, Jerusalem.

The Director of Studies is responsible for the planning, delivery and evaluation of College programs. The Director of Studies reports to the Dean of the College but coordinates a diverse team of adjunct lecturers, visiting professors and any Scholars-in Residence. Principally, the Director of Studies oversees and facilitates the experience of the students as they engage the land, the scriptures, recent archaeology and contextual realities in theological reflection and a devotional practice that aims to be expansive and transformative.

Major Areas of Responsibility

- ✓ **Academic Planning:** long term academic administration of the College courses and programs, including the development of syllabi and curriculum materials, and relationships with visiting lecturers.
- ✓ **Program Delivery:** contribute to the delivery of courses offered by the College, and is responsible for the quality of the program and the well-being of all participants.
- ✓ **Quality Assurance and Continuous Improvement:** quality assurance issues, for continuous improvement of College programs, including active engagement in ongoing research and publication in areas relevant to the College mission.

Knowledge/Skills/Experience Required for this Position

- ✓ Appropriate qualifications and/or demonstrated experience in biblical and theological studies, adult faith development, and/or pilgrimage.
- ✓ Good interpersonal and relational skills
- ✓ Experience in the planning, delivery and evaluation of high quality educational programs, including the use of online learning technologies to enrich and extend learning.

Canonical Requirements

The successful applicant will be a person in good standing in the Anglican Communion or some other Christian community.

Work Environment

Appropriate office facilities will be provided within the SGC buildings.

Key Challenges

The key challenges of this role are to develop and deliver high quality programs that serve the mission of the College, with limited access to specialist teachers beyond the College staff and in a setting that presents many challenges related to the political context and the pastoral needs of participants.

Remuneration

A suitable package will be negotiated with the successful applicant.

COURSE DIRECTOR
St George's College, Jerusalem

SELECTION CRITERIA

- A person in good standing in the Anglican Communion or some other Christian community.
- Proven experience in the planning and delivery of high quality programs in biblical and theological studies, adult faith development, and/or pilgrimage.
- Appropriate advanced academic qualifications in theology, Christian education, pilgrimage or spirituality.
- Demonstrated knowledge of the College and its setting in Israel/Palestine.
- Demonstrated capacity to work as a senior member in a team context with a mix of local staff and expatriate volunteers.

DIRECTOR OF STUDIES
St George's College, Jerusalem

DETAILED DUTY STATEMENT

The Director of Studies is a senior leadership position that reports to the Dean. The Director of Studies coordinates the teaching faculty of the College, a team that includes the Dean and Associate Dean, Adjunct lecturers, the Chaplain, the Porter Scholar, Visiting Professors and any Scholars-in-Residence. The Director of Studies works closely with other College staff including the Finance and Operations Manager and the Liaison & Logistics Officer.

Academic Planning [estimated 30% workload]

- Review the scope and sequence of all College courses and programs to ensure high quality materials, effective learning processes, and clear education rationales for each course;
- Maintain the key academic documentation for each course and program, including a brief description of the key characteristics of each course, learning outcomes for participants, and recommended reading material;
- Negotiate and maintain accreditation with international institutions for course offered by the College to count towards academic programs and continuing education credits;
- Produce syllabi and other curriculum resources, and publish them to a College server for access by current and future College staff;

- Liaise with the College Librarian on resources needed for current and future courses, as well as opportunities for online learning services to students, alumni, and clergy in the Province;
- Design and prepare digital and print materials for course participants,
- Liaise with current and prospective visiting lecturers to ensure the College has access to high quality teaching staff across the whole of its curriculum, including a capacity to cover any periods of leave or other unforeseen staff absences, and;
- Prepare a business case, including a risk assessment, for each course before it is proposed for inclusion in the College calendar.

Program Delivery [estimated 50% workload]

- Collaborate with other College staff including the Dean, the Liaison & Logistics Officer, and the Registrar to ensure the consistent delivery of high quality academic and pilgrimage programs for students and other participants;
- Review the requirements for each course in good time to allow for adequate planning to be made by the Liaison and Logistics Officer, and to identify any special circumstances needing attention by the College;
- Coordination of inputs to each course or program by the chaplain, interns, visiting lecturers and other volunteers;
- Serve as a member of the program team for the majority of courses offered at the College each year, and;

Quality Assurance and Continuous Improvement [estimated 20% workload]

- Review the data captured through the course evaluation processes;
- Identify areas for improvement or further development in light of feedback from stakeholders and the College mission, and;
- Undertake continuing research and learning in areas relevant to the College mission, including adult education, archaeology, biblical studies, curriculum studies, educational management, information technologies in education contexts, interfaith relations, pilgrimage, or spirituality.