

Company: London College Contemporary of Arts
Department: Academic
Role: Course Director – Foundation Programmes
Reporting to: Academic Dean of Foundation Programmes
Direct reports: Subject Leads & Lecturers (inc. HPLs)
Location: London
Salary: £Competitive

Role Summary

To undertake teaching, curriculum development and delivery of the Foundation in Design and Creative business and taking responsibility for the day-to-day management of the course.

The Course Director's role is central to create the engagement and retentions of new cohorts entering LCCA. The experiential approach to teaching and learning at LCCA is part of the DNA of the College and the Foundation Course Director will lead a varied team to create holistic learning experiences, that will ensure the progression of students onto the different programmes that the College offers. The candidate must have an impeccable track record in successfully progressing students, as well strong industry links that will enhance and enrich the blended nature of delivery foundation courses. The successful candidate will have a strong teaching record and experience of teaching at Foundation level and a blend of creative practice / design subjects and creative business or strength in one of these subject disciplines.

This is an opportunity for the role-holder to work with the Director of Programmes in this new curriculum area for the College. The role holder will be expected to engage in research to address aspects across the foundation industries including subject territory specific. The role holder will also be expected to support the recruitment process to Foundation and partner relationships and to contribute to extra-curriculum activities

The role holder will be expected to engage in research and or professional practice/enterprise in subject specific territories.

Key Activities & Responsibilities

- To set, promote and maintain appropriate educational and professional standards of good practice in teaching, delivery and curriculum development.
- To undertake general course management responsibilities including lesson planning, teaching, curriculum development, assessment, admissions and administration.
- To undertake a teaching programme, providing academic and pastoral support to students as necessary, monitoring student progress and maintaining appropriate records.
- To maintain strong links with related industries and professional bodies, keeping up to date with latest developments in the subject area and maintaining a professional level of expertise in relation to teaching and subject developments in the field.

- To work with the academic team, contributing to curriculum development and the review and development of cross-disciplinary teaching strategies.
- To attend and contribute to course related meetings and examination boards as required.
- To fully utilise the College’s and other information and communication technologies in order to facilitate and enhance students’ learning experiences and organisational effectiveness.
- To lead course team meetings, course committee meetings and organise and prepare for examination boards.
- To co-ordinate projects and promote the exchange of ideas and methods of working across specialist areas to broaden the student’s experience.
- To produce an annual course monitoring report and ensure the continuous improvement and development of the course.
- To manage the overall programme of teaching and assessment on the Foundation in Design & Creative Business including liaison with the staff team.
- To manage the Foundation degree across modes of delivery (evening and weekends) for which you will have separate support staff. If required to cover, the expectation to teach and manage across modes is expected.
- To assist the Director of Programmes and Head of College in the development and implementation of College-wide policies and initiatives in relation to teaching and learning and curriculum development.
- To develop strategies to enable the College to maximize funding for the further education provision.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the College.
- Work with the engagement officers and DoP and wider engagement and retention strategy to ensure progression and attainment of Foundation to L4 – appropriate KPIs
- Innovative and creative problem solving to teaching and learning and student experience
- To undertake health and safety duties and responsibilities appropriate to the role.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the College’s Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.

Requirements for the role

Qualifications/Education

Essential	Desirable
<ul style="list-style-type: none"> • Relevant BA and postgraduate qualification or equivalent professional experience 	<ul style="list-style-type: none"> • PhD or Higher level research degree

	<ul style="list-style-type: none"> • Teaching qualification (PG Cert of equivalent)- <i>all post holders will be expected to complete a PGCERT in education during their employment at LCCA if they do not currently hold one.</i> • Fellowship (or Higher) of the Higher Education Academy • Has full and active membership of the main professional bodies representing Fashion/Design/Business I.E. CMI and similar.
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Knowledge & Skills

Essential	Desirable
<ul style="list-style-type: none"> • Applies an inquiring, innovative and reflexive approach to teaching • Considers equality, diversity and inclusivity in all aspects of teaching practice • Shows commitment to understanding the range of students' experiences within a course • Ability to motivate and work in a collaborative way with staff and students • Demonstrate, promote and facilitate collaborative ways of working across the organisation • Ability to design and deliver units of study that introduce and develop the complex range of theoretical and practical concerns of the discipline • Demonstrate an understanding of assessment practice including how to assess the work and progress of students and provide constructive, developmental and challenging feedback • Demonstrate relevant professional networks and relationships that bring expert external knowledge to student learning, employment and enterprise • Effectively plan and manage workload, prioritising work to meet deadlines and achieve personal, team and course objectives • Collaborates and works effectively within team and across professional groups • Works effectively and respectfully with a wide range of people • Fosters inclusive and constructive teamwork and problem-solving • Plans, prioritises and manages resources effectively to 	<ul style="list-style-type: none"> • Is regarded as an authority in Fashion/Design/Business related subjects, both with internal and external peers • Ability to develop team members' abilities and attains greater levels of achievement by encouraging contribution to common goals.

achieve objectives

- Ability to lead the technical or professional development of own area of expertise within the College.
- Is proficient in design & creative business and willing to commit to own development through effective use of the College's appraisal scheme and staff development processes.
- Ability to communicate ideas clearly and persuasively, providing constructive and critical support to students.
- Ability to adapt communication and media to suit the audience.
- Uses appropriate levels of IT skills to enable best use of available information and communication to support learning and organisational effectiveness as necessary for the post.
- Ability to lead and develop internal networks to pursue a shared role related interest and influence events or decisions.
- Ability to maintain up to date knowledge of services available in own and related areas of work adapting services and systems to meet student needs.
- Undertakes induction of new staff, and provides constructive feedback to aid the development of individual team members and the team as a whole.
- Ability to analyse problems to identify their potential cause/s and take action to prevent recurrence of problems, considering all possible solutions to identify those which offer wider benefits.
- Ability to carry out investigations into complex or sensitive issues, producing reports that identify key issues and findings.
- Ability to undertake health and safety duties and responsibilities appropriate to the post.
- Willing to commit to the College's Equal Opportunities Policy, together with an understanding of how it operates within the responsibilities of the post.
- Ability to continuously review areas identified for improvement and develops content and delivery methods, learning support and assessment mechanisms.
- Ability to encourage the development of innovative approaches to course delivery and ensure that teaching

<p>delivery achieves the educational standards of the College.</p> <ul style="list-style-type: none"> • Engages in pedagogical research and implements the results to develop the learning and assessment processes and the learning environment. 	
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Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Experience of teaching & assessment in a Higher Education environment • Experience of leading and managing education (people, curriculum, quality & standards, students, recruitment) • Experience of teaching the discipline in a HE environment • Evidence of research, knowledge exchange and/ or professional practice that contributes to the advancement of the Discipline and is relevant to the goals of the Course, College and Creative Industries as a whole • Evidence of using contacts within subject peer group to develop partnerships or collaborations • Has evidence of teaching and research specialisms in Fashion/Design/Business related subjects • Experience of actively seeking to build productive and enduring relationships between teams to strengthen working relationships and encourage collaborative activities across the College. • Experience of co-ordinating own effort with that of others so that work is completed effectively in line with team objectives. • Experience of ensuring that time and resources are used effectively, continually reviewing progress to improve efficiency and to ensure that work of self and others is completed in line with team objectives. • Experience of dealing with difficult situations or confidential matters according to policy and procedure. • Experience of contributing to the long-term planning and development of learning programmes. 	

The post holder may be asked to undertake different or additional duties in line with business requirements at the request of their line manager.

There is an expectation that all employees will maintain the values of the Group and will comply with the code of conduct as well as equality and diversity, health and safety and safeguarding policies.

There will be an occasional need to undertake business travel between other sites within London and across the UK.

Job Profile