

External advert for websites

Academic Programme Director - Education

Based: London/Home

Salary: Competitive and dependent on experience

Hours: Full time, Permanent

Are you an experienced leader in education?

Do you have experience of collaboration in development of learning materials?

Have you got a strong vision for programme development and growth?

Then apply for our Academic Programme Director – Education role, based between our London office and home-based.

Role Overview:

We are looking for a dynamic and driven Academic Programme Director to lead the development of our new Education programme(s). As the Academic Programme Director you will lead the development of curriculum in the subject area; liaise with relevant UK associations to ensure all requirements are covered to ensure successful validation and launch of new programmes.

Key Responsibilities:

- Define the subject-specific regulatory requirements and content for the specific programme.
- Design the structure of the programme (using existing modules where possible and developing new ones where required).
- If required, develop new modules, including defining contents, suggested reading, module learning outcomes, and assessment methods.
- Define literature and check availability/suggest what literature access will be needed (APA package etc)
- Collaborate with media production teams to oversee the development of learning materials and assist in recruiting and selecting qualified authors for learning material.
- Draft programme learning outcomes.
- Map the programme learning outcomes to the modules of the programme.
- Demonstrate a thorough understanding of associations that are influential in the success of the subject degrees. Prioritise the associations whose endorsement will be essential and/or influential in the success of the programme.
- Establish early relationships with the relevant associations to gather their feedback. Reflect this feedback in the programme design and curriculum to and ensure their endorsement/accreditation of the final programme.
- Respond to Industry and Student feedback.
- Lead the process of addressing conditions and recommendations for validation.

Skills and Qualifications - Education:

Essential

- Demonstrate a range of experience as a teacher (with QTS) within the UK education system

External advert for websites

- Demonstrate experience of leading a department in a UK secondary school, preferably within a senior leadership team
- Demonstrate an understanding of school-based training and/or university PGCE courses. Preferably having been through the process to attain / retained its approval to deliver ITT.
- Demonstrate an understanding of core Master's in Education curricula
- Hold a PhD in a field relevant to the programme of study

Desirable

- Demonstrate an understanding of areas of specialization for Master's in Education curricula (such as Leadership, SEN, Early Years)
- Experience working with SMEs to build out specialised areas of curricula outside your core areas of expertise
- Demonstrate a strong network within the UK Education system at a national and regional level

Skills and Qualifications - Role specific:

- Experience in programme design and development, including creation of the associated assessment strategies for both online, blended and on-campus programmes.
- Proven experience in leading and managing teams effectively.
- Demonstrated ability to develop and execute strategic plans to achieve programme goals.
- Strong vision for programme development and growth.
- Experience in programme planning, implementation, and evaluation.
- Excellent communication skills, both verbal and written.
- Ability to foster a collaborative and inclusive work environment.
- Skilled at building and maintaining positive relationships with stakeholders, partners, and team members.
- Proficient in using project management tools, collaboration platforms, and other relevant software.

Before applying for any role please read our Recruitment Privacy Policy found at <https://www.libf.ac.uk/about-us/vacancies>

To apply please send your CV and Cover Letter to recruitment@libf.ac.uk. Please note that CVs without a covering letter will not be considered.

For more information about this role please contact the LIBF HR team hr@libf.ac.uk in the first instance

Please note that depending on number of CVs we receive; we may close the advert early. Due to the high volumes we receive, it may not be possible to respond to all applicants who are unsuccessful.

As part of your salary and benefits package, you'll receive:

- Buddy scheme
- Buying and selling of annual leave (discretionary and decided on an annual basis)
- Cycle to work scheme
- Generous holiday entitlements, which increase after 2 years service and after 5 years' service

External advert for websites

- Employee assistance scheme
- Employee Volunteering Scheme allowing one free day per year for volunteering
- Exceptional absence days
- Flexible working arrangements
- Free eyesight tests and vouchers towards the purchase of glasses
- Life insurance
- Mentor scheme
- Occupational sick pay
- Onboarding Promise
- Paid time off for appointments
- Pension plan
- Perkbox membership offering employee benefits and discounts
- Private Medical insurance (dependent on job family)
- Season ticket and health club interest-free loans (after successful probation)
- Service recognition
- Social activities
- Training and development opportunities
- ImpAct group (focusing on sustainability)
- Social Committee (events include bowling, karaoke, games nights, quizzes and Summer and Christmas parties)
- Wellbeing Group (We have worked towards a Wellbeing commitment and activities have included Pilates; Massages; Mindfulness; celebrated Mental Health Week; Breakfast Mornings; Tea and Cake afternoons etc.)
- Business Member with The Marlowe Theatre

Closing date: 1 November 2024

Interviews: To be confirmed