



## About LD Training

LD Training Services Limited (LDT) works in partnership with Leeds Trinity University and the University of Suffolk to deliver high-quality higher education programmes. With fully equipped campuses located in Stanmore (Head Office), Dudley, and Nottingham, LDT currently offers a range of Business, Management, and Marketing degrees with Foundation Year, as well as the IFA Direct programmes designed to enhance professional accounting knowledge and qualifications. For information about LDT, please visit: - <https://ldtraining.ac.uk>

## JOB POSTING DETAILS

<b>POSITION</b>	Dean
<b>DEPARTMENT</b>	Faculty
<b>JOB LOCATION</b>	Dudley/ London
<b>NUMBER OF VACANCY</b>	01
<b>Salary</b>	£65,000 - £70,000
<b>EMPLOYMENT TYPE</b>	Permanent
<b>REPORTING MANAGER</b>	<b>Directors / Governing Board</b>
<b>JOINING DATE</b>	Immediate

## FUNDAMENTAL

### (BASIC MINIMUM REQUIREMENTS)

<b>Highest Qualification</b>	<ul style="list-style-type: none"> <li>• Master's degree</li> <li>• A PhD is desirable</li> </ul>
<b>Computer Literacy</b>	<ul style="list-style-type: none"> <li>• Excellent working knowledge of Virtual Learning Environments such as Moodle, Brightspace etc.</li> <li>• Advanced working knowledge of MS Office</li> <li>• Good working knowledge of student management system</li> </ul>
<b>PROFESSIONAL EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Have at least three (3) years of academic and administrative experience in Further/Higher Education and possess tangible academic leadership skills developed in an academic/teaching/training environment.</li> <li>• Experience working with students with additional support needs and a commitment to inclusive education and widening participation.</li> </ul>



<b>KEY SKILLS SET, IF ANY</b>	<ul style="list-style-type: none"> <li>• Visionary leadership and Operational Management</li> <li>• Decisiveness with a focus on delivery, responsibility, and accountability.</li> <li>• allied with the ability to engender a culture of delivery, responsibility and accountability.</li> <li>• Trustworthiness</li> <li>• Academic Credibility</li> <li>• Strong Problem – Solving and communication skills</li> <li>• Excellent Negotiation and Teamwork abilities</li> <li>• Positive engagement and interaction with external stakeholders.</li> </ul>
<b>ADDITIONAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Strong project management skills with a track record of successful project deliver</li> <li>• Commitment to the organisation’s culture and values</li> <li>• A genuine commitment to excellence in learning and teaching, research, widening participation in tertiary education and the entire student experience.</li> <li>• Willingness to take on additional tasks and responsibilities to support the needs of the business.</li> </ul>

## Job Description

### **About the Position**

The Dean will provide leadership and management oversight across our London, Dudley, and Nottingham Campuses, ensuring the delivery of high-quality University Partnerships, Higher National Certificates (HNC), and Higher National Diplomas (HND) in collaboration with partner colleges, with a strong focus on onward progression. The role will be pivotal in enhancing an inclusive learning environment that supports all students, including those with additional learning needs, throughout their learning, teaching, and assessment. You will lead initiatives to improve accessibility for communities facing learning challenges, while also playing a central role in advancing the development of both higher and further education, contributing to the organisation's expansion in these areas.

The key responsibilities of the position of **Dean include:**

#### **Overarching accountability for the academic function of the institution.**

- **Operational Leadership:** Full responsibility and accountability for the success of the academic department.  
Provide effective 'hands on' day-to-day operational leadership for the academic delivery of all courses across campuses, ensuring that Programme Leaders, Module Leaders and all Lecturers/Tutors whether full-time, fractional contract or part-time are fully managed, supported and aligned with the organisation's goals.
- **Strategic Contribution:** Actively Contribute to the ongoing strategic direction as a member of the Senior Management Team (SMT), ensuring the delivery of the strategic plan with a particular focus on widening participation and accessibility to higher and further education
- **Teaching & Learning Strategy:** Implement and continuously develop the organisations Teaching & Learning Strategy, ensuring the delivery of the Strategic Plan with a



particular focus on widening participation and accessibility to Higher and Further Education.

- **Academic Standards:** Ensure academic standards are met and enhanced through rigorous assessment processes, adhering to the criteria of collaborative partner universities
- **OFS Regulations:** Responsible for leading operational and strategic initiatives to ensure full compliance with Office for Students (OfS) regulations and conditions of registration, including adherence to key performance measures and standards that uphold academic excellence.
- **Student Engagement and Success:** Work diligently to meet expectations regarding student attendance, retention, and progression, with a focus on supporting students from diverse and disadvantaged backgrounds.
- **University/College Partnerships:** Establish and maintain strong positive relationships with partner universities/colleges, serving as **the primary point of contact** for the College Liaison Tutors/Link Tutor.
- **Teaching Commitment:** Deliver approximately 5-6 hours of teaching per week in semesters, contributing to the academic programmes in line with expertise and responsibilities.
- **Assessment Feedback and Moderation:** Assist in marking assignments, assessments and examinations ensuring that feedback is constructive and supportive of student development along with leading on moderation responsibilities.
- **Student Outcomes:** The Dean will be responsible for establishing and implementing strategies to enhance academic performance, focusing on improving student progression and retention rates, pass rates, student outcomes, and the overall academic experience.
- **Reporting:** Compile accurate and timely reports on academic management and delivery for the Directors, aiding in briefings for the Governing and Advisory Boards.
- **Committees:** Attend and actively participate in all relevant internal and collaborative partner boards and committees: where relevant acting as Chair and lead.
- **Staff Development:** Foster a motivated and engaged faculty by promoting continuous professional development, with a focus on inclusive teaching practices including line management duties.
- **Inclusive Environment:** Promote a learning environment that is open, inclusive, diverse and respectful, ensuring that all students feel supported in their educational journey.
- **Resource Utilisation:** Encourage students to fully utilise the teaching and learning resources provided, particularly those that support students with SEN and learning difficulties.
- **Student Experience:** Ensure that the student experience is of the highest quality, particularly in areas of program delivery, teaching, pastoral care and career guidance.

#### Additional Responsibilities:

- **Student Contracts:** Ensure that the organisation's contract with students is clear, fair, and compliant with all the necessary external documents
- **Student Handbook:** Oversee the production of the annual Student Handbook and other relevant materials, ensuring they are accurate, accessible and informative.
- **Recruitment & Promotion:** Support and participate in student recruitment efforts and promotional activities.
- **Website Content:** Maintain accurate and up to date content on relevant areas of the organisation's website.
- **Meeting Participation:** Attend and actively participate in all necessary and relevant meetings as required.



- **Monitor academic performance:** Provide departmental KPI'S on all relevant student data.
- **Weekend Work:** The role requires mandatory work on one weekend day (Saturday or Sunday)
- **Any other tasks or responsibilities commensurate with the role**



**Application &  
Recruitment  
Procedure**

Please send a letter of application together with a full CV to: -

**HR Department**

LD Training will be pleased to receive applications from candidates from all backgrounds and regardless of age, race, gender and is fully compliant with all relevant aspects of UK law.