

JOB DESCRIPTION

SECTION 1 – BASIC DATA

Job Holder's Name:		Job Title:	Academic Lead - Computing
Reports to:	Academic Dean	Location:	London/Home
Department:	Higher Education	Job Family:	Academic

SECTION 2

DEPARTMENT STRUCTURE

To be confirmed

SECTION 3

OVERALL JOB PURPOSE

The role holder will manage the curriculum area of computing (including but not restricted to computer science, artificial intelligence, cybersecurity and data science) and line manage the staff within this area.

SECTION 4

KEY RESPONSIBILITIES OF THE POST

- To contribute to excellence in education by designing and delivering, substantive and effective teaching and learning support at undergraduate and postgraduate levels (e.g. curriculum development and review, assessment and feedback, supervision, etc.) as agreed with the Academic Dean.
- To engage in individual and/or collaborative scholarship and professional practice activity which contributes to an excellent standard of publications
- To undertake leadership duties related to pedagogic research and education appropriate to career stage and as allocated by the Academic Dean.
- To enhance the scholarly reputation of the institution by contact with the wider academic community and the dissemination of knowledge via public communication and other activities.
- To contribute expertise and knowledge initiatives as directed by the Academic Dean.

Education

- To engage successfully and effectively in substantive teaching and learning support roles, and develop a broad understanding of how such activities support student learning.

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- To design, plan and deliver learning across a range of modules or within subject area, in creative and innovative ways appropriate to the subject area and level, taking into account institutional action planning and priorities.
- To deliver and support learning activities (modules, programmes of study, etc.) in stimulating and inclusive ways appropriate to the subject area, level, range of learners and learning environment.
- To assess and feed back to learners (UG, PG, work-based, etc.) in evidence-informed ways appropriate to the subject and level.
- To supervise student projects and placements.
- To supervise postgraduate taught students appropriate for the discipline.
- To contribute to the development of quality assurance procedures and quality enhancement initiatives to ensure that teaching and learning support meets the standards expected.

Leadership and Citizenship

- To undertake leadership of specific, significant areas of activity within the department (e.g. recruitment, admissions) as may be reasonably required by the Academic Dean.
- To play an active and constructive role in the institution and engage in activities beyond your own education duties, (e.g. admissions or undergraduate recruitment, etc.), identifying areas for improvement and taking action as agreed by the Academic Dean.
- Undertake peer mentoring of colleagues new to teaching on the request of the Academic Dean.
- To participate in, build and develop internal and external networks and establish links with relevant academic and professional bodies, contacts and employers.
- To ensure knowledge and skills relevant to the profession are up-to-date and applied in education and research, and that the implications of quality assurance and quality enhancement for professional practice are fully understood.
- To engage in continuing professional development in relevant subjects/disciplines and their pedagogy, incorporating the outcomes from research, scholarship and the evaluation of professional practice.

Scholarship and Professional Practice

- To incorporate subject and pedagogic research and/or scholarship into learning and assessment as part of an integrated approach to academic practice.
- To develop and produce learning materials and disseminate the results of scholarly activity.
- To actively engage in reflective practice and continuing professional development in relevant subjects/disciplines and your pedagogy, incorporating the outcomes from research, scholarship and the evaluation of professional practice.
- To contribute to your individual field of expertise.

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- To conduct individual or collaborative scholarly research projects as appropriate to your discipline.
- To identify sources of funding and contribute to the process of securing funds for your scholarly activities.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

CONTACTS AND INFLUENCE EXERCISED

Develop effective relationship with academic colleagues.
Liaise with other staff at The London Institute of Banking & Finance.
Interact appropriately with students on all programmes

DECISIONS

Indicate the level which best describes the job holder's involvement in the decision making process:

Follows written and verbal instructions and established guidelines	X
Interprets policies & procedures	X
Participates in the establishment of guidelines & procedures	X
Acts as final authority to implement policy, guidelines and procedures that affect strategic goals	

Indicate the statement which best describes the impact of the job holder's decisions:

Restricted to employee's own work	
Has impact on department/directorate* objectives	X
Has impact on The London Institute of Banking & Finance objectives	

Examples of the decisions that are generally made by the job holder

- Development of learning materials for modules that they teach.
- Setting of assessment for modules that they teach.

DEFINITION /CLARITY

The role is defined but as with any role may require review and revision at a later date.

Signed Date
JOB HOLDER

Signed Date
MANAGER

PERSON SPECIFICATION

Job Title: Academic Lead

Reports to: Academic Dean

Department: Higher Education

QUALIFICATIONS / PROFESSIONAL RECOGNITION	Essential/Desirable
Relevant doctoral level degree	E
Fellowship of the Higher Education Academy or the ability to gain professional recognition at this or a higher level if appropriate.	E
EXPERIENCE/KNOWLEDGE	Essential/Desirable
Substantial experience in teaching at undergraduate and/or postgraduate levels in the UK, or demonstrable potential to engage in teaching and learning support in engaging and innovative ways.	E
Experience of designing and planning of learning activities (training, modules, programmes of study, etc.), developing effective learning environments (face to face and/or remote) and approaches to student support and guidance.	E
Sustained engagement in continuing professional development in relevant subjects/disciplines and their pedagogies, incorporating research, scholarship and the evaluation of professional practices.	E
Experience, or an understanding of engaging with the implications of quality assurance and quality enhancement for academic and professional practice with a particular focus on teaching.	E
SKILLS/ABILITIES	Essential/Desirable
The ability and willingness to complement and continuously enhance the institution's education strengths and areas of planned development.	E
The ability to engage in knowledge exchange and outreach activities and a willingness to mentor colleagues to do the same.	E
A clear understanding of how students learn both generally and within their subject/disciplinary area(s) and the ability to apply this understanding to their own practice.	E
A commitment to the on-going evaluation of their own teaching and an ability to do this effectively, with the support of others where appropriate.	E
Strong communication skills, both written and verbal.	E
An appreciation of the value of appropriate technologies and how these support student learning with a willingness to deploy these when relevant.	D
PROFESSIONAL VALUES	Essential/Desirable
A commitment to helping develop dynamic communities of research and education at the Institution.	E
A strong and well-articulated commitment to the institution's values and mission to deliver excellence.	E
A commitment to respect individual learners and diverse learning communities and to promote participation in higher education and equality of opportunity for all learners via student-centred practice.	E
A commitment to using evidence-informed approaches and the outcomes from research, scholarship and continuing professional development in their academic practice.	E
An acknowledgement of the wider context in which higher education operates.	E
A willingness to participate in extra curricula activities (e.g. events supporting recruitment, welcome and employability).	E
ELIGIBILITY	Essential/Desirable
The ability to meet UK 'right to work' requirements.	E

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Core Competencies (this section should contain the level of competency required to carry out this role. Please refer to the competency framework for clarification where needed. Placing a N/A where the competency is not required as part of the job)	Essential / desirable?	Core for all employees
Values		
Collaboration	E	C
Adaptability	E	C
Innovation	E	C
Integrity	E	C
Support	E	C
Skills and Experience		
	Essential / desirable?	Core or Enhanced
Communicating effectively	E	E
Business thinking	E	E
Developing Yourself	E	E
Getting things done to achieve results	E	E
Digital Capability	E	E
The Customer Experience	E	E
Managing quality and standards	E	E
Applying judgement and taking decisions	E	E