

<b>Company:</b>	London College of Contemporary Arts (LCCA)
<b>Department:</b>	Academic
<b>Role:</b>	Associate Dean – Social Sciences
<b>Reporting to:</b>	Academic Dean
<b>Direct reports:</b>	Course Directors (as appropriate)
<b>Location:</b>	Tower Hill, London
<b>Salary:</b>	Competitive

## Role Summary

LCCA is a contemporary institution, offering a range of programmes. Our students embark on a journey which is designed to meet their academic and personal demands. At the very heart of our vision is a student-centred learning and teaching methodology which is progressive, forward-thinking, modern, and designed to meet our learners' needs.

Our academic team consists of modern, progressive, professionals who have what it takes to motivate students from a variety of backgrounds, to inspire belief in students who are striving for professional and personal recognition and to drive students towards successful lives.

You will play a pivotal role in leading and overseeing the academic and administrative functions within our institution, ensuring it's in alignment with our vision of putting our students and the heart of everything we do. The postholder will play in critical part in contributing to the overall strategy and LCCA's pedagogic approach, with the aim to continuously strive for improvement in the delivery and structure of programmes ensuring student experience, student attainment, retention and continuation is achieved.

You will have a distinct skill set; a 'can-do' attitude - and should demonstrate the consistent ability to put the core elements of our learning and teaching philosophy into practice, both in the strategic implementation of experiential teaching activities and in the management of high-class teaching delivery.

The underpinning philosophy of LCCA is as follows:

- Through experiential teaching we aim to provide students with a 'real-life' skill set which is transferable out of the classroom and into the world of work.
- Through 'chunked learning' we aim to ensure students are thoroughly engaged and motivated by their teachers.
- Through 'deliberate reflection' we aim to get students thinking about their role in the learning experience and to embed their knowledge for future use.
- Through regular and precise feedback, we aim to offer students ways to improve their skills and knowledge on a daily basis.

As an Associate Dean, you will be a motivated individual who understands the value of good communications, management, quality assurance and the development of best practice in learning and teaching. You will have relevant experience of developing and managing programmes at foundation levels with the ability to lead a range of academic staff.

You will oversee the quality of the teaching on all programmes within the department and will work with teams to build best practice and to support high rates of student achievement, engagement and satisfaction.

You will seek to involve internal and external stakeholders in supporting and enhancing curriculum development and delivery, and work collaboratively with partner institutions to develop and enhance the curriculum. Being aware of the latest developments in pedagogic theory, education practice and UK HE policy; and being able to share and implement these insights is vital.

You will have a relevant profile, professional achievements, and proven expertise in the practical aspects of the subjects along with excellent industry connections.

The role involves taking responsibility for the management, academic direction, and performance of the academic portfolio within designated programmes. You will be expected to be a visionary leader who thinks innovatively and creatively, whilst commanding the support and respect of both academic and professional staff. You will oversee the implementation of strategic initiatives in learning, teaching and play a key role in further enhancing our brand reputation and awareness. On a day-to-day level you will show leadership, direct operations, develop colleagues and grow the department. You will be target driven, familiar with the implementation and analysis of Key Performance Indicators (KPIs) and demonstrate academic integrity. To this end, the post holder will be a member of the College Senior Leadership Team (SMT) and will deputize for the Academic Deans, as and when appropriate. The postholder will also work alongside the other Academic Deans of the college and will participate in teaching, as per operational requirements.

You will contribute to the overarching aim of creating better opportunities with and for students, enabling more to achieve their goals. The role focuses specifically on removing inequalities that exist for students from underrepresented and disadvantaged backgrounds, through institutional change programmes and bespoke student support initiatives

The Associate Dean will be forward-looking, with the ability to horizon-scan and plan. They will identify dependencies, anticipate potential risks, issues, challenges, and opportunities, and will take appropriate action as required.

The post holder will provide effective leadership and management of teaching excellence and student success to enable the achievement of the relevant College targets and key performance indicators (KPIs) with oversight of the area of Quality Assurance for all programmes of study.

#### Purpose:

- To provide leadership and management for higher education programmes validated by our partners and offered at LCCA campuses.
- To assist the relevant Deans in providing leadership and strategic direction for the academic department or college.
- To collaborate with faculty, staff, and administrators to enhance the overall academic experience.
- To ensure that our collaborative partnership thrives and furthers the objectives and aims of LCCA strategic planning, including implementation of our learning and teaching strategy across all levels and all course offerings.
- To ensure LCCA maintains the highest academic standards and student-centred learning environment enabling our students to meet their educational and professional goals.
- To manage the team and collaborative partnerships strategically in order to meet key performance indicators set for student attendance, student retention, student progression and student achievement.

#### Key Activities & Responsibilities

- Fostering a learning culture to ensure that students have an excellent academic experience at the College and emerge with strong academic and employment outcomes.

- To contribute to the development of the College's strategies for enhancing student experience and engagement of students.
- To provide leadership on projects assigned by Principal, Vice Principals and Deans in the spirit of the role of Associate Dean.
- To advise the relevant Dean and others in Senior Management on all resource requirements, ensuring that all such requirements, including staff recruitment, facilities, resources, and timetabling are planned for and realised in a timely fashion.
- To provide mentorship and guidance to faculty members, assisting them in enhancing their teaching, research, and professional growth. This includes the development and implementation of Foundation training programs, with the goal of equipping faculty members with the necessary qualifications and skills to independently manage the Foundation programme.
- To participate in the recruitment, evaluation, and promotion of faculty.
- To promote and further enhance the highest quality learning experience for LCCA students.
- To manage, in conjunction with Deans and Course Directors, on a day-to-day basis the operation of the programmes delivered across the LCCA campuses including travel to the campuses and collaborative partner (UCA) site as necessary.
- To ensure that students experience the highest quality teaching and learning, pastoral support, and careers advice.
- To ensure that academic standards are met through the assessment process and that the marking criteria of our collaborative partners are consistently met by all teaching staff involved in the assessment of students.
- To attend partnership meetings where required and to ensure that reports for these meetings are produced in a timely manner and to the highest standards.
- To ensure that staff and students make full use of the learning resources provided by LCCA.
- To deal with student and staff issues in a timely and professional manner using the appropriate policies and procedures.
- Assisting with student outreach and widening participation plans is instrumental in fostering diversity and inclusivity in education.
- A range of managerial duties, such as (but not limited to): the creation of timetables for relevant schools/courses (in conjunction with Course Directors and Deans), creating marking allocations for staff within programme (in conjunction with Course Directors), conducting APEL interviews for students with support from Course Directors, holding academic misconduct meetings and investigations, assisting other faculty staff with recruitment processes, assisting Deans with faculty projects, liaison with students, supporting open days and student induction events, managing staff performance, workload allocation and professional development, hosting and attending faculty meetings as required.
- Providing academic leadership within your department in order to ensure that a student-centered, engaging approach is maintained by all teaching practitioners and lecturers.
- Exhibiting an extremely innovative mindset, especially when solving problems, and looking for creative ways in which original ideas can be implemented.
- Being a reflective and reflexive practitioner; seeking feedback on your work and aiming for continual improvements to your practice.
- Demonstrating ambition, being highly success-oriented and motivated by both short and long-term projects and targets.
- Working with the Principal, Vice Principals and Academic Deans to produce a consolidated teaching and learning strategy that brings together existing documents and commitments into a high-level strategy that is focused on strengths and, while ambitious, is deliverable.
- Working in conjunction with other senior members of staff on progression and completion policy, ensuring academic and teaching practices that maximize student retention at the appropriate quality level, timely completion of qualifications and the attainment of relevant targets and KPIs.

- Establishing and maintaining high levels of professional academic delivery and conduct, including through effective observation of teaching and appropriate one-to-one support for learners
- Ensuring timely assessment and feedback on student learning and attainment which supports students' ability to progress and successfully complete their courses.
- Co-ordination and monitoring of the implementation of the College's Learning, Teaching and Assessment strategy within your department
- Pursuing continuous improvement in course design and delivery, including through the dissemination and implementation of good practice across the College
- Promoting and embedding the use of learning technologies and other innovative practices for learning
- To manage the relevant staff, along the entire employee life cycle, including induction, probation, one to one meeting, appraisals, etc. To lead and co-ordinate the activities of college staff with responsibility for implementing specific staff development and Learning, Teaching and Enhancements.
- Delivery of teaching and professional development activities, bringing innovation to these areas using best practice in learning technologies and pedagogic expertise.
- Celebrating diversity and promoting equality, ensuring everyone has equal access to college services regardless of gender, social, cultural, linguistic, religious, and ethnic background.
- Undergoing any training and development relevant to the satisfactory performance of the job as required as well as supporting the training of those reporting to this post.
- To stay abreast of developments in your subject discipline through scholarly activity, professional practice, and research, ensuring that these developments are reflected in the learning and teaching methods employed on the course across LCCA.
- Work in partnership with our partner universities and other HE institutions.
- Assisting and supporting the Principal, Vice Principals and Academic Deans in other duties which may be required from time to time.
- To contribute to the delivery of college-wide staff development in relation to student experience, student engagement, communication, and inclusivity.
- Working collaboratively within the wider GUS group to build relationships for the benefit of LCCA and for other GUS entities.

General responsibilities:

- Undertake Health & Safety duties as appropriate to the role.
- To work in accordance with the College's Equal Opportunities Policies, GDPR and promoting Equality and Diversity
- To undertake continuous personal and professional development and to support it for all staff that are managed through effective use of the College's Planning Review and Appraisal scheme and staff development opportunities.
- To conduct financial matters associated with the role in accordance with the College's policies and procedures as laid down in the Financial Regulations.

Requirements for the role

Qualifications/Education

- Educated to degree level (minimum. Ideally holding a Doctorate in relevant field)

- Teaching qualification or demonstrable professional experience.
- Evidence of relevant continuing professional development.
- Higher Degree/Professional Qualification in Management or Education is desirable

### Knowledge & Skills

- In depth understanding of teaching and learning and how excellence may be attained.
- Understanding and knowledge of innovative approaches to teaching and their appropriateness to different student groups.
- Knowledge of teaching qualifications and staff development appropriate to academic staff at the College.
- Outstanding communication skills with a particular ability to deliver concise and meaningful messages, to embed learning and to prompt action within recipients. You will have expertise in facilitating groups to drive engaging behaviors and deliver results.
- Knowledge of the QAA Framework for Higher Education Qualifications, Codes of Practice and relevant Subject and Qualification Benchmarks.
- Planning and managing resources- effectively plans and manages operational activities or large projects to achieve long term objectives
- Teamwork- builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
- Creativity, Innovation and Problem Solving- identifies innovative solutions to problems to bring a wider benefit to the organisation
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- The ability to respond creatively and empathetically to the specific teaching and learning needs of the College's diverse community.
- Desire to achieve high standards for self and others.
- Work flexibly to fulfil the requirements of the role

### Experience

- A strong commitment to excellence working with a diverse student population.
- Significant relevant experience of strategic leadership of teaching and learning, working within a senior management team.
- A keen interest in and understanding of the UK Higher Education landscape including familiarity with relevant policies, especially those with specific reference to access, participation, and success.
- Experience of leading and managing change within a complex environment with a proven track record of delivering complex projects on time and on budget.
- Proven success in driving quality improvement in teaching and student success in a widening participation environment.
- Substantial experience of leadership and management including effective management of resources and budgets.
- Experience of successful management and delivery of transformational change within an HE setting, including culture change, and managing stakeholder expectations.
- Substantial experience of successful senior line management at head of School or equivalent level.
- Experience in leading the planning and development of the curriculum and new course provision.
- Experience of learning technologies and platforms and their application.
- Experience of effective performance management of academic provision and staff.
- Successfully promoting and embedding student engagement and the learner voice.

- Experience of building successful relationships with university partners, regulators and awarding bodies (QAA, Pearson etc.).
- Experience of online learning systems.

*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.*