

Company: London College of Contemporary Arts
Department: Academic
Role: Vice Principal – Learning and Teaching
Reporting to: Principal
Direct reports: Academic Deans and Blended Learning Technologist
Location: London
Salary: 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 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 Vice Principal, 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 undergraduate and postgraduate levels with the ability to lead a range of academic staff.

You will oversee the quality of the teaching across LCCA 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 LCCA's teaching and learning, academic direction, and performance of the academic portfolio. 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. 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 and demonstrate academic integrity.

The post holder 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 Vice-Principal will be forward-looking, with the ability to horizon-scan and plan ahead. 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.

Summary:

We require a passionate and inspirational individual with exceptional leadership qualities to join our highly successful leadership team. We are looking for an outstanding leader who is driven by a commitment to creating the best possible educational opportunities for students in order to raise aspirations and transform lives. You need to be an exceptional classroom practitioner with a clear vision and understanding of the needs of students in a Higher educational environment and play a significant role in enabling our students to achieve and fulfil their academic potential.

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.
- Providing academic leadership within your department in order to ensure that a student-centered, engaging approach is maintained by all teaching practitioners and lecturers.
- Bringing an energetic and active demeanor to the College, inspiring those around you to reach their true potential whilst you reach yours.
- 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 Managing Director 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.
- Leading 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.
- Ensuring excellent learning and teaching that is responsive to the needs of a diverse range of students, including by:
 - 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

- Ensuring all programmes of study are well-designed and appropriate to the needs of the College's diverse student base
- Requiring that all full-time teaching staff have or are actively working towards an appropriate teaching qualification and undertake other appropriate staff development to support their academic role and to oversee career and employability initiatives for their programme staff and students.
- Pursuing and overseeing 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
- Working closely with (and line managing where appropriate) Associate Dean, Course Directors and other departmental academic leads.
- Advising Principal, Vice Principals and Executive of school resource requirements (such as staff and equipment).
- Supporting open days, student inductions and staff inductions, as required.
- Representing the College on Committees, Working Parties and Groups, as required. Leading faculty meetings.
- Ensuring their programme/school is always working towards OfS Benchmarks.
- Working with marketing department to develop promotional materials and providing insight to allow their programme to grow.
- Celebrating diversity and promoting equality, ensuring everyone has equal access to college services regardless of gender, social, cultural, linguistic, religious and ethnic background.
- Ensuring that the College is alive to the emerging emphasis on short courses, HE Certificates and apprenticeships in order to widen participation and that clear links are made between the curriculum and experience at LCCA.
- 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.
- Assisting and supporting the Principal and Executive in other duties which may be required from time to time.
- Working collaboratively within the wider GUS group to build relationships for the benefit of LCCA and for other GUS entities, and with university partners, regulators and link tutors as required.

Responsible for:

- Working with the Principal on learning and teaching at whole college level, including pedagogical and research-driven strategies to support this
- Developing and refining the curriculum, ensuring aspiration and equity for all learners, and working with key stakeholders to delivery parity
- Liaison and collaboration between other group entities, and wider educational settings, to share best practice and develop mutually beneficial links
- High quality line management of subject areas and Deans
- Development and implementation of intervention strategies to raise attainment for all students
- Development and delivery of high-quality professional development for academic staff
- Planning and delivery of an aspirational programme of professional development tailored to those at different stages of their career
- Planning and development of cross-curricular links, including strategies to promote learning as a result of this
- Working as a key member of the academic team to monitor classroom standards, and address issues or concerns in a timely and impactful manner

Employment duties:

General Duties and Responsibilities

- Model the highest professional standards to staff and students in all aspects of the role, maintaining a visible presence around the College, leading by example.
- Be committed to working in a cohesive, supportive and forward-thinking team of senior colleagues which shares an ambitious vision to drive up expectations and promote an aspirational culture
- Strategic lead on whole College behaviour and attitudes for learning strategy, including the refining of policy and procedures as necessary, communicating these to all stakeholders.
- Take the role of Performance Manager for personnel within the College performance management structure.
- To contribute towards College Self-Evaluation and College Improvement Planning.

Strategic Leadership Responsibilities

- Take on-going responsibility for maintaining and refining the LCCA approach to learning and teaching
- Secure and sustain high levels of stakeholder buy-in with a well-designed and effective curriculum plan which meets the needs of the College
- Through structured monitoring, analysis and review processes, account for standards to Exec and SMT, planning interventions/support in response as necessary.
- Develop effective approaches and strategies to ensure all academic staff receive high-quality training and professional development aligned to their needs.
- Support Deans and wider academic teams in the effective design and implementation of subject-specific professional development and pedagogy for their teams.
- Develop and embed research-informed strategies which support student progress and attainment, so that B3 Metrics and outcomes remain in line with OFS targets
- Establish meaningful cross-curricular links, including approaches which will support students in the development of academy-wide events for significant areas of collaboration.
- The curriculum aims, objectives and content are clearly communicated to key stakeholders including partnership entities and students.
 - Relevant research is effectively disseminated, so that staff at all levels have a clear understanding of best practice approaches.
 - Clear processes are followed in terms of the curriculum planning and organisation. The Vice Principal will follow partnership procedures and timescales and ensure that agreed benchmarks are worked towards in terms of curriculum led financial planning

Learning and Teaching

- To provide leadership which ensures that lecturers are well supported to improve their pedagogy and practice in order to secure outstanding progress and achievement for all students
- Develop a clear range of research-informed pedagogical strategies to implement and monitor the impact of, ensuring staff are trained and appropriately supported to deliver these effectively.
- Monitoring data to identify any patterns of underperformance, supporting staff with appropriate strategies and interventions to address this
- Working alongside the leadership team to identify subject-specific needs, and supporting them in planning and delivering professional development to effectively address these
- Develop and embed approaches to quality assurance which identify patterns and trends, with clear plans for rapid and sustained improvements where required
- Identify patterns of underperformance, and effectively intervene so that rapid and sustained progress is made

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- Lead the L&T team so that expertise is shared widely, and the team work effectively and collectively to sustain improvements
 - Work collaboratively across the College, and the wider educational landscape, to ensure that best practice is shared, and developed to suit our setting

Middle Leaders

Working alongside the academic staff for Outcomes and Professional Development:

- Ensure effective QA and self-evaluation, identifying areas of development for curriculum and subject leaders, planning for meaningful programmes to meet these needs and measure impact.
- Improve the quality of subject-specific professional development across the academy through research, training, and monitoring of impact.
- Provide support and guidance for academic staff to enable them to improve standards within and beyond their team.
- Use data effectively to support academic staff in the identification of areas of need, and the subsequent planning – and implementation – of strategies to address these.

Leading and managing staff:

You will:

- Play a key part across the College as required by the Principal to undertake a supportive, collaborative and partnership approach to academic improvement.
- Promote the College vision and values and an ethos in which the highest achievements are expected from all members of the academy community.
- Model the highest professional standards to staff and students in all aspects of the role, maintaining a visible presence around the College, leading by example.
- Establish and develop effective team working practices.
- Develop rigorous procedures for monitoring the performance of all staff including setting objectives and individual personal development plans, including reference to the College's staff appraisal policies.
- Ensure an aspirational and motivational culture is developed, sustained and celebrated.
- Be able to prioritise, be efficient and meet deadlines.
- Provide high quality line management

Footnotes:

- (i) The above details are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to her/him by the Principal or his/her representative.
 - (ii) This job description may be reviewed at any time via consultation between the College and the post-holder as may be necessary and appropriate to the needs of the College.
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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 behaviours and deliver results
- Knowledge of the QAA Framework for Higher Education Qualifications, Codes of Practice and relevant Subject and Qualification Benchmarks.
- 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

- • Successful experience as an outstanding senior leader in a Higher / Further education setting and / or leadership and management in a local authority
- • Experience of working to improve the quality of education at whole College level
- • Successful involvement in self-evaluation processes and data analysis as an aid in personal and institutional improvement, development and change
- • Successful implementation of initiatives for raising student attainment
- • Successful working relationships with students, staff and the wider community
- • Good financial management and data analysis skills
- • Successful experience in leading and managing change and innovation in seeking high performance
- • Proven track record as a highly skilled classroom practitioner
- • Successful implementation of strategies to improve outcomes and attitudes towards learning

Leadership and Management

- The ability to develop, deliver and evaluate strategy for improving learning and teaching
- Engagement with high-quality academic research and the ability to implement and evaluate appropriate approaches
- Secure grasp of curriculum design, and a creative approach to curriculum-related problem solving
- The ability to identify training needs for academic staff, and develop appropriate plans for training
- Ability to articulate, communicate and uphold the vision and embody the values of the college
- Enabling the highest levels of student achievement through translating vision and ethos into practice
- Enthusiasm to take the College forward through a process of change, development and ongoing improvement
- Commitment to lead by example
- Proven practice in selecting, leading, motivating and supporting staff to achieve high standards for all
- Personal leadership skills in networking with a range of other providers in other sectors and institutions

Knowledge, Skills and Abilities

- Knowledge of current national policies in relation to pedagogy, curriculum, leadership, learning and teaching
- Understanding of key methodologies which are effective in raising standards in college education.
- Sound knowledge of appropriate strategies that underpin the further raising of Student attainment
- Able to lead, motivate and develop people of all ages to work individually and in teams towards a common goal
- Able to make decisions, identify and solve problems based on thorough analysis and sound judgement
- Able to analyse and use data to establish benchmarks and set challenging targets for improvement
- Excellent interpersonal, written and oral communication skills
- Strong interpersonal skills and ability to work well under pressure, delegate, plan and manage time effectively
- Personal resilience and the ability to maintain staff morale at times of pressure and change
- Able to plan strategically for the future
- The ability to think 'outside the box' in order to stimulate innovation and to secure the future success of the College
- Ability to create positive relationships and 'defuse' situations

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.

TO APPLY FOR THIS POST:

PLEASE SUBMIT YOUR APPLICATION IN WRITING VIA THE APPLICATION LINK

PLEASE ATTACH A COPY OF YOUR CV

AND

A COVER LETTER WHICH OUTLINES HOW YOU MEET THE REQUIREMENTS OF THE ROLE

THE RECRUITMENT PROCESS FOR THIS ROLE IS ONGOING AND WILL BE FILLED AS SOON AS A SUITABLE CANDIDATE IS IDENTIFIED, SO EARLY APPLICATIONS ARE RECOMMENDED