

Company: London College of Contemporary Arts
Department: Academic
Role: Vice Principal – Student Engagement and Experience
Reporting to: Principal
Direct reports: Academic Deans
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 have a relevant profile, professional achievements and proven expertise in the practical aspects of the subjects along with excellent industry connections.

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.

Summary:

The Vice Principal (Student Engagement & Experience) role will play a crucial role in ensuring that every student has outstanding student experience. It will encompass responsibility for every stage of the student journey from transition through enrolment, induction, additional learning support, enrichment, tutorial, progression and destinations.

The role will lead on driving student success in the college and making a significant contribution in ensuring that LCCA is the college of choice in the communities it serves. The post holder will provide exceptional leadership across the organization working closely with the VP (Teaching and Learning) to ensure the achievement of the agreed educational vision, mission, strategy, and underpinning key performance indicators.

The Vice Principal (Student Engagement & Experience) will provide a clear vision of a value-driven college and ensure that all students and staff are safe and supported effectively in a fully inclusive environment. The role encompasses responsibility for ensuring the quality of the student journey enables students to fulfil their potential and progress successfully.

This role will include working closely with Academic and Support Services to ensure a consistent quality of experience across all college campuses.

Key Activities & Responsibilities**Student Support**

- To ensure the highest quality of learner journey through the college and onto positive destinations.
- To ensure prospective students receive high quality information, advice and guidance including opportunities to engage with the college.
- To ensure learners are supported effectively and have access to the highest quality of information, advice, and guidance, to progress through the college curriculum pathways successfully.
- To work with all departments supporting all learner groups to ensure B3 metrics and targets are met.

Student Experience

- To ensure learners benefit from professional and proactive student services ensuring they are safe, supported and their views inform college decision making.
- To be the operational lead for safeguarding supporting the Executive Team.
- To lead on the college tutorial programme ensuring leaders benefit from a rich personal development curriculum.
- Develop an innovative enrichment programme to ensure students are provided with opportunities to develop outstanding skills for life that will enable them to progress successfully onto positive destinations.
- Initiate broader student engagement activities, in partnership with employers, to enhance student experience, working collaboratively across the College to deliver this.
- Work closely with the Principal and Deans to ensure that student views are raised and addressed at the various College forums which include the Student Council and Learner Voice Surveys.
- Contribute to the College's strategic planning process with particular emphasis on the role of Academic Services for Students.
- To ensure the provision of a positive and responsive welcoming first point of contact for all potential and existing customers, students, College staff and visitors.

Leadership and Management

- Lead and drive the continuous improvement, development, and delivery of the College student experience.
- Ensure that challenging academic B3 metric targets are met, whilst providing outstanding service delivery to learners.
- Working with the Principal and Executive Team to ensure that the Board is effectively involved and kept informed of the College's progress, any emergent risks, diversion from plan and successes, so that appropriate and timely consideration and action can be taken.
- Manage and ensure effective utilisation of resources.
- Ensure targets for student attainment are achieved and exceeded where possible.
- Be highly visible and credible and ensure effective communication across the College.
- Provide motivational, inspirational leadership and management, demonstrating the College's values and fostering a culture of high aspirations for staff and students.

Equity, Diversity and Inclusion

- Be an active champion of equity, diversity and inclusion and ensure that our offer and approach to the recruitment of student-facing staff is in line with these values and policy.
- Promote innovative and effective ways of ensuring that student voice reflects the student body to enhance student experience, College strategy and decision making.
- Ensure that the 'implicit' values of the College are made 'explicit' in the operating policies and practices of the College in relation to equity, diversity and inclusion and that these values are embedded throughout the areas within the Vice Principal's responsibilities.
- Ensure that, at all times, the College complies with, and if possible, exceeds all legislation, acknowledged best practice and board approved approaches to operating as an effective employer and educational service provider committed to equity, diversity and inclusion.

Partnerships

- To develop, enhance and maintain effective links with key local stakeholders and public service partners.
- To serve on such external committees, representative forums and ad hoc collaborative arrangements as are deemed important to the college's own capability and capacity.
- To create and promote opportunities for new partnerships to help secure high-quality education, enrichment and industry experiences for students.

Culture, People & Relationships

- Act as a positive ambassador for the college at all times ensuring a shared vision of an inclusive, high performing, values driven college.
- Ensure the safeguarding and welfare of all students, staff, volunteers and visitors, notably in relation to Safeguarding and the Prevent legislation.
- Ensure the effective performance of staff, being a visible and approachable leader who inspires people to deliver high quality learning experience and services.

Governance

- To assist the principal in ensuring high quality, timely and accurate reporting to the Executive Team and its committees.
- To attend relevant meetings of committees as requested by the Principal and Executive Teams.
- To sit on relevant Boards of Group subsidiaries as required.
- Work with the Principal to drive the student voice and engagement agenda.

Other Duties

- To clearly demonstrate a commitment to promoting and complying with all college policies and procedures with particular reference to Equity, Diversity and Inclusion, Safeguarding, Prevent, Quality and Health and Safety.
- To ensure that the college has effective safeguarding policies, systems and procedures in place to protect and support young people and vulnerable adults
- To maintain a visible presence at all college sites as appropriate.
- To undertake continuing professional development as appropriate

This job description is not a definitive or exhaustive list of responsibilities, and the Vice Principal may be required to carry out other duties in keeping with the nature of the post as directed by and agreed with the Principal or Executive Team.

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 student experience and voice initiatives and their appropriateness to different student groups.
- 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.
- 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 student experience and student voice 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 implementation of strategies to improve outcomes and attitudes towards learning

Leadership and Management

- Engagement with high-quality academic research and the ability to implement and evaluate appropriate approaches
- 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