

Company: London College Contemporary of Arts
Department: Academic
Role: Subject Lead – BA Hospitality
Management
Reporting to: Course Director, Hospitality
Direct reports: N/A
Location: Tower Hill, London
Salary: £44,000

Role Summary

The BA Hospitality degree introduces students to key aspects of the Hospitality industry, enabling them to gain theoretical knowledge and develop practical, analytical and critical thinking skills, to become innovative future Hospitality leaders. The subject lead role focuses on creating holistic approaches to teaching and learning within a Hospitality specialist area, ensuring that the experiences delivered will progress and retain students. The candidate must have an impeccable track record in delivering student success as well as strong industry links that will enhance and enrich the blended nature of delivering on the Hospitality course.

As the Subject Lead, you will lead and manage on the design, development and delivery of the current and newly validated curriculum and all areas of learning, teaching and assessment on this BA degree. Staff will look to you for leadership and support, while you will be entrusted with efficient quality control, resource management and a collaborative working approach.

This is also an opportunity for the role-holder to work with and assist the Course Director in this crucial curriculum area within the College. The role holder will be expected to engage in research and or professional practice to increase their subject, practice and pedagogic awareness. The role holder will also be expected to attract, recruit, and teach students in Hospitality and to contribute to extra-curriculum activities; such as delivery of staff development programmes and other cross-College initiatives. The role-holder will focus on key subject specific disciplines within the Hospitality degree and be responsible for the design, development and delivery of the modules linked to these disciplines.

The successful candidate will have a demonstratable teaching record of innovation and success in the classroom across all levels, programme design, creation of teaching materials and discipline expertise.

The role holder will be expected to engage in research and or professional practice/enterprise in subject-specific territories.

The LCCA BA Hospitality Management course is unique in that it is taught across the week (in the day); in two evenings in the week and at the weekend. Candidates may have to teach across evenings and weekends, as determined and discussed at your interview matched against your preference, the

workload and resource allocation and needs of the business. Or, if your preference is swayed toward a particular mode of delivery (week versus weekend) please make this clear in your application.

Key Activities & Responsibilities

- Full-time members of staff are expected to teach to the full teaching load across all levels (4-6 essential) in your specialist subject area and L3 & L7 (desirable).
- To set, promote and maintain appropriate educational and professional standards of good practice in teaching, delivery, and curriculum development.
- To undertake general course management responsibilities including lesson planning, teaching, curriculum development, assessment, timetabling, resource planning, assessment scrutiny, materials auditing, online resource creation and management, creation of unit handbooks and teacher handbooks, admissions, and administration to ensure successful development and delivery of the BA Hospitality programme by working with the course director. To undertake standardisation: setting assessments at the correct level, oversight of marking within teams, standardisation of feedback.
- To undertake a teaching programme, providing academic and pastoral support to students as necessary, monitoring student progress and maintaining appropriate records.
- To maintain strong links with related industries and professional bodies, keeping up to date with latest developments in the subject area and maintaining a professional level of expertise in relation to teaching and subject developments in the field.
- To work with the academic team, contributing to curriculum development and the review and development of cross-disciplinary teaching strategies.
- To fully utilize the College and other information and communication technologies to facilitate and enhance students' learning experiences and organisational effectiveness.
- To undertake research and scholarly activity and/or professional practice in a relevant discipline.
- To attend and contribute to course related meetings and examination boards as required.
- To assist the course director in course team meetings, course committee meetings and organize and prepare for examination boards.
- To support / co-ordinate projects and promote the exchange of ideas and methods of working with Course director across specialist areas to broaden the student's experience.
- To contribute to an annual course monitoring report and ensure the continuous improvement and development of the course.
- To manage the overall program of teaching and assessment within the subject including liaison with associated staff.
- To support and work closely with the Course director and Dean to facilitate the appropriate implementation of college-wide policies and initiatives in relation to teaching and learning and curriculum development.
- To perform such duties consistent with your role as these may from time to time be assigned to you anywhere within the College.
- To undertake health and safety duties and responsibilities appropriate to the role.

- To work in accordance with the Colleges' Equal Opportunities Policy and to promote equality and diversity in your work.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the College's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organizational effectiveness

Requirements for the role

Qualifications/Education

Essential	Desirable
<ul style="list-style-type: none"> • Relevant BA and postgraduate qualification or equivalent professional experience • Teaching qualification (PG Cert or equivalent) 	<ul style="list-style-type: none"> • PhD or Higher level research degree • Fellowship (or Higher) of the Higher Education Academy

Knowledge & Skills

Essential	Desirable
<ul style="list-style-type: none"> • Applies an inquiring, innovative and reflexive approach to teaching • Considers equality, diversity and inclusivity in all aspects of teaching practice • Shows commitment to understanding the range of students' experiences within a course • Ability to motivate and work in a collaborative way with staff and students • Demonstrate, promote and facilitate collaborative ways of working across the organisation • Ability to design and deliver units of study that introduce and develop the complex range of theoretical and practical concerns of the discipline • Demonstrate an understanding of assessment practice including how to assess the work and progress of students and provide constructive, developmental and challenging feedback • Demonstrate relevant professional networks and relationships that bring expert external knowledge to student learning, employment and enterprise • Effectively plan and manage workload, prioritising work to meet deadlines and achieve personal, team and course objectives • Collaborates and works effectively within team and across professional groups • Works effectively and respectfully with a wide range of people 	

<ul style="list-style-type: none"> • Fosters inclusive and constructive teamwork and problem-solving • Plans, prioritises and manages resources effectively to achieve objectives 	
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Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Experience of teaching & assessment in a Higher Education environment • Experience of curriculum design and development and the creation of course materials that support student development • Experience of an innovative and inclusive approach to teaching in Higher Education, contributing to student success • Experience of leading and managing education (people, curriculum, quality & standards, students, recruitment) • Experience of teaching the discipline in a HE environment • Evidence of research, knowledge exchange and/ or professional practice that contributes to the advancement of the Discipline and is relevant to the goals of the Course, College and Creative Industries as a whole • Evidence of using contacts within subject peer group to develop partnerships or collaborations 	

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.