

JOB PROFILE	
Company:	The Language Gallery (TLG)
Department:	Senior Management Team
Role:	Academic Director of Studies
Reporting to:	Managing Director
Direct reports:	Academic Directors and Mentor Manager
Location:	London
Position Type:	Permanent, Full time

ROLE SUMMARY

The Language Gallery (TLG) is a contemporary institution dedicated to providing a diverse range of programmes. Our commitment is centered around a student-centric learning and teaching methodology, emphasizing progressiveness, forward-thinking, and modern approaches tailored to meet the diverse needs of our learners.

The post holder will work closely with the Managing Director in providing effective strategic leadership of academic operations ensuring it's in alignment with our vision of putting our students at the heart of everything we do. The postholder will lead and actively contribute to building the overall strategy with TLG's pedagogic approach, with the aim to continuously strive for improvement in the delivery and structure of our programmes, ensuring student experience, student attainment, retention and continuation is achieved.

The Director of Studies plays a pivotal role in fostering academic excellence, student success, and engagement within the department. They 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.

KEY ACTIVITIES

- Provide strategic leadership and vision for the academic department, in alignment with TLG's, objectives, goals, and values.
- Oversee the development, implementation, and evaluation of academic programmes to ensure alignment with industry standards, student needs, and educational best practices.
- Lead and develop an academic community fostering a collaborative and inclusive work environment.
- Work with the Registrar to establish and maintain academic policies, procedures, and standards to ensure academic rigor, integrity, and quality across all programmes.
- Monitor and evaluate student academic performance, retention rates, and programmes outcomes, implementing strategies to enhance student success and satisfaction.
- Collaborate with other departments, including admissions and student services to support recruitment, enrolment, and retention activities.
- Work with key stakeholders in building an academic reputation of quality teaching and learning.
- Stay abreast of emerging trends, developments, and innovations in learning, teaching and assessments, incorporating best practices
- Work with partners in developing and delivering excellent academic programmes, assessments and teaching models to support the success of the cohort.

- Use data for decision making, monitoring of performance and internal and external benchmarking.
- Prepare reports, presentations, and proposals for internal and external stakeholders, communicating academic achievements, challenges, and opportunities.

General Duties

- To perform such duties consistent with your role as these may from time to time be assigned to you anywhere within the College.
- To Adhere to all colleague policies and procedures, including Equality and Diversity and Health & Safety.
- Respect confidentiality: all confidential information should be kept in confidence and not relates to unauthorised persons.
- 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
- Demonstrate excellent Customer Services in dealing with all customers.

Experience and Qualifications

- Master's or doctoral degree in business or a related field and a teaching qualification.
- Minimum of 3 years of experience in academic leadership, administration, or management in higher education.
- Demonstrated expertise in curriculum development, programmes assessment, and educational innovation.
- Strong leadership, communication, and interpersonal skills, with the ability to inspire and motivate academics, staff, and students.
- Proven track record of fostering diversity, equity, and inclusion in academic programmes and initiatives.
- Excellent organisational, analytical, and problem-solving abilities, with attention to detail and accuracy.
- Knowledge of accreditation standards, regulatory requirements, and quality assurance processes in education.

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, GDPR, 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.