

JOB DESCRIPTION & PERSON SPECIFICATION	
Job Title: Programme Director, Sound and Music	Salary: £53,011 - £64,032
Contract Length: Permanent	Hours/FTE: 1.0 FTE
Grade: 7	Location: Elephant & Castle
Accountable to: Dean of Screen School	College/Service: London College of Communication
<p>Purpose of the role</p> <p>To be responsible to the Dean of Screen School for:</p> <ul style="list-style-type: none"> • The academic leadership and management of the Sound and Music Programme courses. This will include subject leadership of the relevant academic disciplines, the maintenance and enhancement of standards, responsibility for the design, development and delivery of the Programme curriculum and its relationship to relevant research fields and other courses within the School. • The day-to-day management of the Programme including all areas of learning, teaching and assessment of students as well as resource management. • The observation and implementation of the policies and procedures of the University and the College. 	
<p>Duties and Responsibilities</p> <p>In consultation with academic, administrative, managerial and technical colleagues (as appropriate) to:</p> <p>Academic</p> <ul style="list-style-type: none"> • Provide the academic mission of the Programme and its implementation, as an active participant within the University and College committee structures. • Operate in conjunction with the appropriate Course Leaders to ensure that each constituent course within the Programme has a clear and compelling vision, agenda for development, and strategy for the maintenance and enhancement of quality. • Build relationships between subjects and courses both within and outside the Programme. • Work with relevant colleagues to initiate, develop and manage research activities within the Programme consistent with the research strategies of the University, College and School. <p>Quality Management and Enhancement</p> <ul style="list-style-type: none"> • Ensure the effective monitoring of the courses within the Programme and lead enhancement activities in liaison with Course Leaders and relevant Deans/Associate Deans. • Contribute to, and where appropriate lead on all relevant processes of course, programme, and framework development and review by the University, external agencies and professional bodies in liaison with relevant Deans/Associate Deans. • Reflect critically upon all aspects of the Programme's design and operation, developing and implementing new learning strategies, maintaining knowledge of and encouraging the incorporation of new developments and technologies. • Analyse data on student progression and achievement across the Programme with a view to identifying issues and trends and formulating appropriate action in response. • Contribute to the work of the academic committees of the University and, where appropriate, act as Chair. <p>Curriculum Design, Content and Organisation</p> <ul style="list-style-type: none"> • Assume responsibility within the Programme for ensuring that the curriculum is relevant, current and consistent with the mission of the Programme and the vision for its courses. 	

- Assume responsibility within the Programme for negotiating, with Dean and College Management Teams, resource allocations in order to ensure the curriculum is organised and delivered effectively in relation to the learning styles and developmental stages of the students concerned.

Learning, Teaching and Assessment

- Assume responsibility for ensuring that the learning (teaching and assessment) methods employed on the Programme are appropriate to the academic standards and the demands of the subject/s and the learning styles and developmental stages of the students
- Assume responsibility for ensuring the planning and management of the assessment processes for the courses within the Programme, that they are compliant with University policy and ensuring that students are given constructive and timely feedback that helps them improve
- Prepare for and support the operation of Board of Examiners including attending boards and sub boards as appropriate
- Assume responsibility for ensuring prompt and effective responses are provided to assessment appeals by students within the Programme

Student Support and Guidance

- Ensure the correct delivery of the University Admissions Policy by the constituent courses of the Programme
- Ensure effective liaison with and organisation of student representatives across the Programme
- Assume responsibility in conjunction with Course Leaders for ensuring that resources are used effectively in relation to the support, guidance, academic development and pastoral care of students, fulfilling the policies and procedures of the University and the College, utilising appropriate channels and media.
- Assume responsibility in conjunction with Course Leaders for ensuring that information provided to students on courses within the Programme is current, accessible and consistent.
- Contribute to information provided to students by the University and College
- Assume responsibility within the Programme for ensuring the maintenance of standards in accordance with the agreed UAL student charter.
- Assume direct responsibility within the Programme for responding effectively to student complaints

Student Progression and Achievement

- In liaison with the Academic Administration Coordinator/Programme Manager, assume responsibility within the Programme for ensuring that student records are maintained which are current, accurate and constructive.

Managerial

- Contribute as a member of the School Management Team, assisting the Dean in the continuous development, strategic planning and review of the direction and delivery of programmes and courses and College's activities.
- Deputise for the Dean/Associate Dean as delegated.
- In consultation with HR, be responsible within the Programme for the performance management of academic staff within the Programme
- In consultation with academic, administrative, managerial and technical support colleagues ensure quality, consistency and clarity of course delivery.
- Work with Course Leaders to recruit, lead, manage and support the academic staff responsible for the delivery of courses within the Programme, setting, promoting and maintaining appropriate educational and professional standards of good practice in all aspects of course organisation, administration and delivery
- Work with colleagues across the College to ensure the highest possible standards of student experience in terms of:

<ul style="list-style-type: none"> ○ Course promotion (provision of material, contribution to open days and other recruitment activities on – and off-site) ○ Student progression ○ Student recruitment ○ Student induction ○ Learning support ○ Disability support (only in respect of signposting to students and staff how appropriate professional support can be accessed) <ul style="list-style-type: none"> ● Produce reports and management information as required ● Undertake health and safety duties and responsibilities appropriate to the role and in accordance with University policies and procedure. <p>Entrepreneurship and Enterprise</p> <ul style="list-style-type: none"> ● Promote a culture of enterprise within the Programme and amongst the student and staff community ● Operate in a collegiate manner in liaising with appropriate colleagues (i.e. Course Leaders, Enterprise Units & Development Team) in order to contribute to the income generating and related sponsorship activities of the University and College in areas that are directly related to their Academic Programme and areas of specialism. <p>Professional</p> <ul style="list-style-type: none"> ● Establish and maintain appropriate dialogues and relationships with the subject community (academic, governmental and commercial) and its audiences, nationally and internationally, continually updating knowledge of national academic developments, subject and skills, and relevant industrial and technological developments for the benefit of the Programme, its courses, colleagues and students. ● Undertake research and/or professional practice to maintain your subject currency as part of own continuing professional development to ensure you maintain your position as a leader in your field, actively promoting and contributing to the professional and research profile of the Programme, as an individual and through research groups and / or consultancy projects ● Support and contribute to the Programme, School, College and University's external profile ● Make a constructive contribution to the development of the broader academic and cultural direction of the College as required ● Work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality, diversity and inclusion in your work. ● Makes full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness ● Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations ● Perform such duties consistent with the role as may be assigned from time to time, anywhere within the University ● To personally contribute towards reducing the University's impact on the environment and support actions associated with the UAL sustainability Manifesto (2016 –2022).
<p>Key Working Relationships:</p> <ul style="list-style-type: none"> ● Senior managers ● Managers at same level ● Academic staff managed ● External partners ● Students
<p>Specific Management Responsibilities:</p> <p>Programme Budgets:</p> <ul style="list-style-type: none"> ● Established Staff

- Associate Lecturer/Visiting Practitioner budget
- Consumables budget
- Project budgets

Programme Staff:

- Course Leader/s; Research Leader
- Other Established academic staff

Other (e.g. accommodation, equipment):

- Academic office(s) and associated equipment, fixtures and fittings
- Studio(s) and associated equipment, fixtures and fittings

HERA Ref - SICOM Acad 1

Job Title: Programme Director

Grade: 7

All shortlisted applicants will be required to undertake the CREDO on-line personality assessment. This assessment provides us with a valuable insight into your preferred working style, temperament, interests and values. We will use your assessment to focus our interview discussion with you, in order to assess the fit between your profile and the role. At the end of the selection process each candidate will be offered the opportunity to receive a copy of the CREDO candidate development report. Staff selection decisions will never be made solely on the basis of a psychometric assessment

Person Specification	
Specialist Knowledge/Qualifications	<p>UG and PG qualifications in relevant subject areas (Sound Arts, Sound, Music, Music Production and technologies) and/or equivalent significant and high level practitioner/ knowledge exchange experience</p> <p>In depth knowledge of professional approaches to Sound and Music disciplines.</p> <p>Demonstrable knowledge of academic provision, trends and issues in Sound and Music disciplines covered within the Programme</p> <p>PGCert qualification</p> <p>Active researcher with a network of relevant industry and academic contacts. Should be considered an expert in the relevant field/discipline based on demonstrable expertise with relevant publications/projects disseminated in the public arena.</p>
Relevant Experience	<p>Significant experience of teaching and leadership within a Higher Education Institution.</p> <p>Experience as practitioner in relevant professional environment related to Sound and Music</p> <p>Leadership experience, strong communication, management and organisational skills and effective management of resources and budgets.</p> <p>Good team player, able to work collaboratively with colleagues from other programmes as part of School Management Team</p> <p>Experience in developing relevant academic subject areas and in shaping and influencing developments within organisations through own contribution</p>
Communication Skills	<p>Communicates technical or specialist ideas or information persuasively adapting the style and message to a diverse audience in an inclusive and accessible way</p>

Leadership and Management	Motivates and leads a team effectively setting clear objectives to manage performance
Research, Teaching and Learning	Applies innovative approaches to Programme leadership, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
	Applies own research to develop learning and assessment practice
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
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
Student experience or customer service	Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues or customers
Creativity, Innovation and Problem Solving	Identifies innovative solutions to problems to bring a wider benefit to the organisation

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

Last Updated: May 2021
HERA Ref - SICOM Acad 1