

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Associate Dean: Learning, Teaching and Enhancement **Accountable to:** Dean of Academic Development & Quality Assurance (ADQA)

Contract Length: Permanent **Hours per week/FTE:** 1.0FTE **Weeks per year:** 52 AYR

Salary: Pay Band for Associate Deans **Grade:** Individual

College/Service: London College of Fashion **Location:** London College of Fashion

Purpose of Role:

To oversee the implementation of learning, teaching and enhancement strategies within LCF and across UAL. To play a key role in the development and operation of relevant staff development across the College. To this end, the post holder will be a member of the ADQA College Senior Leadership Team and a member of the wider LCF Executive Group and will deputize for the Dean of ADQA as and when appropriate. The Associate Dean Learning, Teaching and Enhancement will also work closely with the Associate Deans of the three Schools and the Associate Dean of Graduate Communities and will undertake about 300 hours of teaching.

Duties and Responsibilities:

To work with Senior Staff in ADQA, the other Associate Deans and all other staff across the College to enhance the College's Learning and Teaching provision. To liaise with the UAL Dean of Learning, Teaching, and Enhancement.

To manage the Staff Development Co-ordinator including induction, probation, one to one meetings and PRAs. To lead and co-ordinate the activities of College staff with responsibility for implementing specific staff development and Learning, Teaching and Enhancement (for example the Learning and Teaching Co-ordinators) activities, with respect to

- Delivery of teaching and professional development activities, bringing innovation to these areas using best practice in learning technologies and pedagogic expertise;
- Support for specific initiatives such as marking criteria, assessment and feedback, PPD, the UAL tutorial policy and the Introduction to Study in Higher Education unit.
- To work with Senior Colleagues in Academic Development and Quality Assurance to support cross-College initiatives.
- To take responsibility for Peer observations: observing training and monitoring.
- To initiate and support successful pedagogic project funding bids across LCF.
- To provide quality enhancement and pedagogic expertise at School, College or University level, including acting as educational and/or professional consultant to other courses as required.
- To develop delivery models and manage Teaching and Learning Budgets.
- To play a key role in the development and operation of relevant staff development cross-College
- To Chair the LCF Learning, Teaching and Enhancement Committee and serve as a member of the College Quality Committee and serve as a member of the College Quality Committee and other such committees as requested by the Dean of ADQA.
- To take responsibility for the LCF College conferences where appropriate.

- To contribute to the research profile of the College and the University and to continue to develop professional practice.
- To deputize for the Dean of ADQA where appropriate.
- To undertake teaching duties and all associated responsibilities in your specialist subject area as required.
- To stay abreast of developments in your subject discipline through scholarly activity, professional practice and research, ensuring that these developments are reflected in the learning and teaching methods employed on the course across LCF.
- To fully utilize University and other information and communication technologies in order to facilitate and enhance students' learning experiences and organizational effectiveness.
- To represent your subject area both at College and University level, acting as advisor/consultant internally and externally as may be required.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting 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 University'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.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Contribute to strategic leadership of learning, teaching and enhancement across LCF and UAL

- Contribute to the development of an annual operating plan for the UAL Learning and Teaching Strategy, in liaison with the College Executive Group.
- Co-ordination and monitoring of the implementation of the College's Learning and Teaching strategy.
- Represent the College on the UAL Learning, Teaching and Enhancement Committee.
- Be a point of contact within the College for information about the College, University and external pedagogic initiatives.
- Represent Learning and Teaching on LCF College Academic Committee and Quality Committee
- To be, ex officio, a member of School Boards of Studies and of such other committees, including course committees as the Dean of Academic and Quality Assurance or Pro Vice-Chancellor/Head of College require.

Professional Development

- Be a key College link with UAL Teaching and Learning Exchange and inform it of College needs.
- Have oversight of the co-ordination of the delivery of staff development in learning, teaching and

assessment within the College, to ensure local needs are addressed.

- Undertaking and keeping abreast of current research, curriculum initiatives and funding opportunities within the field to enhance the development of learning and teaching.

General responsibilities:

- To perform such duties as are consistent with the role and that may be assigned from time to time by the Head of College.
- Undertake Health & Safety duties as appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policies and Staff Charter, promoting Equality and Diversity
- To undertake continuous personal and professional development and to support it for all staff that are managed through effective use of the University's Planning Review and Appraisal scheme and staff development opportunities
- To conduct financial matters associated with the role in accordance with the University's policies and procedures as laid down in the Financial Regulations.

Key Working Relationships:

Managers and other staff, and external partners, suppliers etc. with whom regular contact is required.

- College Executive Group
- Dean of ADQA
- Academic Teams
- Associate Dean: Graduate Communities
- Head of eLearning, Academic Support and Student Achievement
- College Support Teams – Technical and Administrative
- Teaching & Learning Exchange
- Senior teaching, learning and enhancement colleagues both in the College, across the University and externally.

Specific Management Responsibilities

Budgets: Yes – Staff Development Budget

Staff: Yes – Staff Development Co-ordinator and other staff with responsibilities for Learning, Teaching, and Enhancement

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Person Specification	
Specialist Knowledge/Qualifications	Relevant Post Graduate qualification. PhD or significant and demonstrable research credibility (desirable). Demonstrable knowledge of academic provision, trends and issues in UK HE. Relevant knowledge of Learning, Teaching and Enhancement policies and developments across the UK sector. National Teaching Fellow (desirable). Principal Fellow of Higher Education Academy (desirable). Relevant knowledge of Quality Assurance policy, processes and procedures.
Relevant Experience	Significant record of teaching, research and/or professional practice in your subject specialism or area within a Higher Education Institution. Relevant experience of Learning, Teaching and Enhancement policies and developments. Relevant experience of Quality Assurance policy, processes and procedures. Significant experience of shaping and influencing developments within an organisation through own contribution to area of expertise. Considerable experience of leadership and management including effective management of resources and budgets. Experience of successful management and delivery of transformational change within an HE setting, including culture change and managing stakeholder expectations. Demonstrable experience of developing and sharing best practice within and outside the organisation. Significant experience of developing and supervising research and enterprise/commercial projects.
Communication Skills	Communicates in a compelling and influential way adapting the style and message to a diverse internal or external audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively and sets the direction of one or more function, promoting collaboration across formal boundaries
Research, Teaching and Learning	Applies innovative approaches in leading academic programmes, 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