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JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Head of Language Development	**Accountable to**: Associate Dean International Student Experience

Contract Length: Permanent	**Hours per week/FTE**: 37	**Weeks per year**: 52

Salary: £44,708-£53,865 (with potential contribution range to £60,013)	**Grade**: 6
Service: The Language Centre	**Location**: 272 High Holborn, WC1V 7EY

Purpose of Job:

As Course Leader, to be responsible for the day to day delivery of the Language Development Programme, with special emphasis on management, communication with all stakeholders (stakeholders include students, Language Centre tutors and other staff, University Services staff and college staff, both academic and others), and administration, as well as academic standards, student assessment and staff appraisal and development.

To form part of the academic management team with the other Language Centre Heads and Co-ordinators of Programme and support the Associate Dean International Student Experience and the Language Centre Business Manager in the day to day management of the department.

To actively contribute to the enhancement, monitoring and review of the quality of learning and teaching and student progress.

Duties and responsibilities:

- To lead the Language Development Programme, providing academic leadership, managing resources efficiently and giving supportive direction to staff and students.

- To take responsibility on the programme for budget management, planning, liaison with Colleges and other central services, administration and dealing with stakeholder issues and meetings.

- To work closely with EAP Administrator and other administrative staff in the Language Centre in support of delivery of the above.

- To be responsible for academic standards and development on the Language Development Programme and to input onto other Language Centre programmes, especially through the identification and development of appropriate syllabuses, materials and good practice.

- To co-ordinate work allocation to teaching staff and produce associated teaching timetables for the Language Development Programme.

- To line-manage the Language Development Tutor Team, ensuring consistency of delivery – through strong team building, development and management – of both teaching and administration across the Programme.

- To act as a key promoter and source of information for UAL staff on Language Development and the wider International Student Experience Programme and to take part in relevant University and College meetings and initiatives.

- To work closely with Associate Dean Academic Support and other colleagues within LAS to ensure delivery of LAS strategy and operational plans; this includes taking an active role within the LAS governance structure.

- To teach up to 100 hours per annum on Language Centre courses.

- Together with the other Language Centre Course Leaders to:

  - Assist Associate Dean International Student Experience in the running of the department and to deal with enquiries in her absence.

  - Be involved and advise where appropriate in senior management discussions and decisions around and related to language levels, policies and provision.

  - Represent the Language Centre and participate and contribute at relevant University Committees, Groups and Events as required.

  - Lead staff development initiatives and meetings to support teaching.

- Regularly meet and work with the other members of the Language Centre Academic Management Team to share information and good practice, streamline procedures around staff management and development and align processes where advisable with those of the wider University.

- Lead in planning, designing and delivering new courses, including credit bearing units for UAL courses.

- Identify potential for new courses and use of new technology to maximise impact and cost effectiveness of the suite of programmes delivered by the Language Centre.

- To report annually on own programme(s), and students' progress through the University where relevant, and share these reports with the Language Centre teams as well as required UAL committees and groups.

- Work with Assessment Co-ordinator on assessment throughout programmes, including testing for students progressing within the University.

- Work on the Intercultural Communications Training services offered by the Language Centre, including materials identification, materials development and delivery of sessions.

- Act as local tutor in support of Language Centre teaching staff taking professional qualifications such as DELTA, PGCert or MA Linguistics, as required.

- Continually update own professional knowledge and expertise through industry reading and participation in conferences and seminars as appropriate.

- 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 organisational 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

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Associate Dean International Student Experience

- Language Centre Heads, Assistant Heads and Co-ordinators of Programmes

- Language Centre tutors

- Language Centre business management, administration and communications teams

- College contacts for Language Development information, ie Programme Directors, Course Leaders and Programme Lead Administrators

- Associate Dean Academic Support and colleagues within LAS

- HR/central/college contacts for Plain English/Cultural Awareness information

Specific Management Responsibilities:

Budgets: Course consumables budget

Staff: Language Development Programme Tutors and Budget

Other (e.g. accommodation, equipment): As appropriate

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Person Specification	
Specialist Knowledge/ Qualifications	First degree + MA Linguistics and DELTA or equivalent Knowledge of ELT Management, including British Council and BALEAP accreditation schemes Knowledge of commonly used assessments and tests in EAP Practical and theoretical knowledge of ELT and EAP Knowledge of current issues and developments in ELT and EAP industry Knowledge of requirements of FE and HE Art and Design courses in the UK Knowledge of Teaching and Learning, Study Support and Student Experience initiatives in HE Materials development especially for EAP courses Knowledge of intercultural communications training and delivery of training in these areas
Relevant Experience	Experience of teaching on a variety of courses, including EAP, ESP and/or HE/FE courses Experience of managing and administering or assisting in ELT management and administration Experience of delivery of teacher training programmes
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Applies innovative approaches to course 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	Plans, prioritises and manages resources effectively 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	Contributes to improving or adapting provision to enhance the student experience or customer service
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems