

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: College Admissions Tutor (School based) **Accountable to:** Associate Dean of School

Contract Length: Permanent

(could be fixed term by agreement)

Hours per week/FTE: 1.0

Weeks per year: 52

Salary: £44,708 - £53,865 per annum

Grade: 6

Service: London College of Fashion

Location: London College of Fashion

Purpose of Role:

- The role of the College Admissions Tutors is to oversee the academic decision making process of offer making across a Subject Area/School/ Programme and Courses to ensure sufficient offers are made to meet student intake targets (in the first instance for Home/EU applicants). The roles will also be responsible for ensuring that academic decision making is delivered efficiently, within agreed turnaround times, and ensuring a swift and positive applicant experience at all times.
- The role will be responsible for liaison to ensure unsuccessful applicants are referred across Colleges effectively and academic decisions are made by the appropriate course to meet the needs of the student, working alongside admissions.
- The role will support the College interaction with UP and Insight teams to ensure targets are met and that applicants receive a positive experience with at least one offer from UAL.
- In some cases, the role will support the work of marketing and recruitment teams with progression activities to enhance the pipeline of applicants to UAL courses.
- To undertake the teaching duties as appropriate to the requirements of the course and consistent with your areas of expertise
- Within LCF there will be 3 College Admissions Tutors, one for each School; Fashion Business School, School of Design and Technology and School of Media and Communication.

Duties and Responsibilities

Core Tasks

- To provide the academic oversight for offer making to applicants for a subject area/School/course, providing diagnostic support as appropriate
- To make sufficient academic offers to meet targets for subject area/School/course.
- To ensure all academic decision making is made swiftly, consistently and within agreed turnaround times
- To liaise with course teams as appropriate to ensure that academic decision making is effective, for example if this involves block interviews or selection days
- To oversee academic decision making as part of UP and Insights programmes
- To liaise with the Admissions Service regarding the timeline of selection, interviews and to ensure that academic decision offer making is efficiently managed
- To liaise with other Colleges to create network of cross subject connections and support cross-referral and alternative academic decision making
- To be responsible for referring unsuccessful applicants cross Colleges, and supporting the pool process
- To review and make academic decisions across subject area/School/courses for applicants referred from another College

- To work closely with the International Co-ordinators to ensure course targets are met and there is an overview of the balance of student domicile on a course
- To work closely with the Admissions Service to ensure that applications are processed quickly and effectively

Academic

Contribute to the academic mission of the Programme and/or Course, and its implementation as an active participant within the University and College committee structures, ensuring clarity of identity, currency of subject agendas, relevance of learning methods and the fulfilment of appropriate standards at each level of study.

Quality Management and Enhancement

Contribute to, and where appropriate lead on the process of course development, minor modifications, major changes, validation, revalidation and review by the University, external agencies and professional bodies in liaison with relevant Deans/Associate Deans.

Analyse data on student progression and achievement 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.

Curriculum Design, Content and Organisation

Ensure that the curriculum is relevant, current and consistent with the mission of the Programme and the vision for the courses.

Support course teams with induction activities.

Learning Teaching and Assessment

Contribute to the assessment process, in liaison with the Course Leaders, to comply with University policy and appropriate academic standards to ensure students are given constructive and timely feedback that helps them improve.

Contribute to University committees, such as Assessment Panels, Boards of Examiners and their sub-boards, as appropriate.

Undertake such teaching duties as are appropriate to the requirements of the course offer and which are consistent with your areas of expertise.

Student Support and Guidance

Ensure that students enrolled on the courses are appropriately supported and provided with timely and constructive guidance in order to ensure progression opportunities are met for their academic development, fulfilling the policies and procedures of the University and the College and utilising

appropriate channels and media.

Contribute to information provided to students by the University, College and Programme.

Managerial.

To represent the College on related UAL committee structures, networks and forums as required.

Work with colleagues across the College to ensure the highest possible standards of student experience in terms of:

- 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)

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.

Entrepreneurship and Enterprise

Promote a culture of enterprise within the courses and amongst the student and staff community.

Professional

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 Courses, and the 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 Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.

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.

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.

The following additional tasks may also be undertaken;

- To support recruitment activities including liaison with feeder institutions and develop partnerships where appropriate
- To support Open/Applicant and Offer Days and other events to promote student recruitment
- To work with marketing and recruitment teams as well as course teams to support the delivery of “keep warm” engagement activity.

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

- Dean of School
- Associate Deans
- Director of College Administration
- Director of International
- Programme Directors
- Course Leaders
- College Admissions Manager
- Assistant Head of Admissions
- Other College Admissions Tutors
- International Co-ordinators
- Staff involved in Insights and UP programmes
- Director of Public Programmes and Cultural Engagement

Specific Management Responsibilities

Budgets: None

Staff: None

Other

Job Title: College Admissions Tutor Grade: 6

Person Specification	
Specialist Knowledge/Qualifications	Relevant Degree
	Relevant teaching qualification is desirable
	Relevant masters degree or PhD is desirable
	Awareness of the regulatory framework for HE academic awards and quality standards
Relevant Experience	Demonstrable record of successful experience in student recruitment or admissions in HE sector
	Teaching and learning experience and / or equivalent industry experience in Fashion
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 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

Updated: September 2017