

JOB DESCRIPTION & PERSON SPECIFICATION	
Job Title: Head of E Learning	Salary: £50,000 - £55,000 pa
Contract Length: Permanent	Hours/ FTE: 1.0
Grade: 7	Location: 20 John Princes Street, London, W1G 0BJ
Accountable to: Dean Academic Development and Quality Assurance	College: London College of Fashion
<p>Purpose of the role:</p> <ul style="list-style-type: none"> • Academic leadership in defining and articulating the vision for E learning within the College to support the broader mission of the College. • The academic leadership and management of the E Learning strategy including the maintenance and enhancement of relevant standards. • Responsibility for ensuring the successful delivery, design and development of E Learning to support the curriculum across the College . • To work collaboratively with the University Head of Digital Learning and other College leads to support the delivery of the university strategy in relation to e-learning. • The observation and implementation of the policies and procedures of the University and the College. • Demonstrating leadership within own discipline and play an active role in managing and developing staff. <p>The post holder will be responsible to the Dean of Academic Development and Quality Assurance.</p>	
<p>Duties and Responsibilities:</p> <p>Academic</p> <p>In consultation with academic, administrative, managerial and technical colleagues (as appropriate) to:</p> <p>Manage the successful delivery and development of the College's E Learning strategy and its implementation. Actively participate within the University and College committee structures, ensuring that the strategy is in line with the College's vision. the wider UAL vision, agenda for development, and strategy for the maintenance and enhancement of quality.</p> <p>Build relationships across the College with programme directors, course leaders, administrative and other academic staff to ensure that the e Learning strategy is embedded within the curriculum.</p> <p>Work collaboratively with relevant colleagues to initiate, develop and manage research activities within e Learning consistent with the research strategies of the University, College and School.</p> <p>Quality Management and Enhancement</p> <p>Ensure the effective monitoring of the strategy within the College and lead enhancement activities in liaison with Programme Directors, Course Leaders and relevant Deans/Associate Deans.</p> <p>Contribute expertise in e learning to the process of course, programme, and framework development, minor modifications, major changes, validation, revalidation and review by the University, external agencies and professional bodies in liaison with relevant Deans/Associate Deans.</p> <p>Reflect critically upon all aspects of e Learning within the College including design and operation, developing and implementing new learning strategies, maintaining knowledge of and encouraging</p>	

the incorporation of new developments and technologies.

Monitor and analyse the use of various e learning tools, initiatives and strategies across the College 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.

Curriculum Design, Content and Organisation

Assume responsibility for ensuring that the use of E Learning in the curriculum is relevant, current and consistent with the mission of the College and the vision for its courses.

Model progressive and engaging methodologies to promote the use of E Learning and that reflect emerging digital opportunities.

Assume responsibility within the College for ensuring that the delivery of the E Learning within the curriculum is organised in such a way as to be appropriate to the resources allocated and to the learning styles and developmental stages of the students concerned.

Learning, Teaching and Assessment

Assume responsibility for ensuring that the e learning (teaching and assessment) methods employed within the College are appropriate to the resources allocated; renegotiating where appropriate, to meet 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 on line courses within the College, that they are compliant with University policy and ensuring that students are given constructive and timely feedback that helps them improve.

Undertake teaching and associated activities as appropriate.

Student Support and Guidance

Ensure the correct delivery of the University Admissions Policy as required.

Ensure effective liaison with student representatives across the College in relation to the E Learning agenda.

Assume responsibility for ensuring that students are appropriately supported and provided with timely and constructive guidance for their academic development and pastoral care, fulfilling the policies and procedures of the University and the College, utilising appropriate channels and media.

Assume responsibility for ensuring that information provided to students on courses within the College is current, accessible and consistent, including:

- Promotional materials
- Course Handbooks
- Student timetables
- Unit, project, assignment briefs
- Learning materials
- Tutorial and consultation records
- Feedback on assessment (formative and summative)

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

Assume responsibility within the College for ensuring the maintenance of standards in accordance with the agreed UAL student charter, as necessary.

Assume direct responsibility within the College for responding effectively to student complaints as

appropriate to the role.

Managerial

The post holder has line management responsibilities for the technology advisors.

Contribute as a member of the Senior Management Team, assisting the Dean in the continuous development, strategic planning and review of the direction and delivery of online programmes and courses and College's activities.

Deputise for the Dean as delegated.

In consultation with HR, be responsible within the College for the performance management of academic staff within the eLearning team.

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 as appropriate, setting, promoting and maintaining appropriate educational and professional standards of good practice in all aspects of course organisation, administration and delivery, through a range of activities including:

- Effective induction and briefing and, where appropriate, the University's probation procedures
- Timely provision of teaching schedules
- Timely communication in a form appropriate to the subject/s and to the audience
- Supportive direction
- Effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities

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

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 College and amongst the student community.

Operate in a collegiate manner in liaison with appropriate colleagues including Course Leaders, to develop business-related, sponsorship and income generating opportunities and activities connected with e Learning and research activities as appropriate, including the development of full cost courses and consultancy services as appropriate.

Contribute to the income generating activities of the University and College, including the development of and active participation in fundraising activities

Professional

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 College Programmes, its courses, colleagues and students.

Undertake scholarly activity 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 College Programme's, as an individual and through research groups and / or consultancy projects..

Support and contribute to the Programmes, School, College and University's external profile.

Contribute positively 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.

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.

Key Working Relationships:

- Senior Managers
- Managers
- Academic staff managed
- External partners
- Students
- Information technology advisors

Specific Management Responsibilities:

E Learning project Budgets:

- Information technology advisors
- Other established academic staff as required

Other (e.g. accommodation, equipment):

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

Job Title: Head of E Learning**Grade: 7****Person Specification**

Specialist Knowledge/Qualifications	Undergraduate degree in relevant subject area
	Postgraduate degree in relevant subject area
	PhD in subject area is desirable
	Teacher training qualification is desirable
	Knowledge of the range of tools and resources that are available to deliver eLearning and their strengths and weaknesses
	Understanding of the pedagogical principles that underpin eLearning
	Understanding of the business environment and implications for eLearning in delivery to industry based courses
Relevant Experience	Experience of designing and delivering eLearning materials to diverse audiences
	Ability to work with and direct technologists and developers
Communication Skills	Communicates technical or specialist ideas or information persuasively adapting the style and message to 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	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

Last Updated: 03/08/2017