

JOB DESCRIPTION & PERSON SPECIFICATION	
Job Title: Head of Cultural & Historical Studies	Salary: £53,011 - £64,032 pa
Contract Length: Permanent	Hours/ FTE: 1.0
Grade: 7	Location: 272 High Holborn, London, WC1V 7EY
Accountable to: Dean of Academic Strategy	College: London College of Fashion
<p>Purpose of the role:</p> <ul style="list-style-type: none"> • To assume the academic leadership and management of the Cultural & Historical Studies strategy including the maintenance and enhancement of relevant standards. • To take responsibility for ensuring the successful delivery, design and development of Cultural & Historical Studies curriculum across the College. • To provide academic leadership in defining and articulating the vision for Cultural & Historical Studies within the College to support the broader mission of the College and enhance its profile as a centre of excellence for research. • The observation and implementation of the policies and procedures of the University and the College. • To undertake teaching as agreed. <p>The post holder will be responsible to the Dean of Academic Strategy.</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 Cultural & Historical Studies curriculum.</p> <p>Actively participate within the University and College committee structures, ensuring that the Cultural & Historical Studies curriculum 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 Cultural & Historical Studies units are embedded within the course curriculum.</p> <p>Work collaboratively with relevant colleagues to initiate, develop and manage research activities consistent with the research strategies of the University, College and School. To further align '<i>Fashion, Cultures and Histories</i>' elements within the 3 Schools in order to develop a research centre of dynamism and enhance the international reputation of LCF.</p> <p>Quality Management and Enhancement</p> <p>Ensure the effective monitoring of the Cultural & Historical Studies curriculum within the College and lead enhancement activities in liaison with Programme Directors, Course Leaders and relevant Deans/Associate Deans.</p> <p>The post holder will demonstrate leadership within their own discipline and manage and develop staff.</p>	

Contribute expertise in Cultural and Historical studies 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.

Curriculum Design, Content and Organisation

Assume responsibility for ensuring that the delivery of teaching conforms to the credit framework criteria and that the curriculum is relevant, current and consistent with the mission of the College and the vision for its courses.

Assume responsibility within the College for ensuring that the delivery of Cultural & Historical Studies teaching 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 Cultural & Historical Studies teaching and assessment methods employed within the College are appropriate to the resources allocated; renegotiating where appropriate, to meet the demands of the subject and the learning styles and developmental stages of the students

Assume responsibility for ensuring the planning and management of the assessment processes for Cultural & Historical Studies units within the College, ensuring that they are compliant with University policy and that students are given constructive and timely feedback that helps them improve.

Undertake teaching and associated activities as appropriate.

Student Support and Guidance

Ensure effective liaison with student representatives across the College in relation to the Cultural & Historical Studies and Research 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 salaried and hourly paid staff in Cultural & Historical Studies and is responsible for the raising of contracts for Hourly Paid Lecturers (HPLs)

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 Cultural & Historical Studies and College 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 Cultural & Historical Studies.

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.

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.

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 personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).

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:

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

Specific Management Responsibilities:

Cultural & Historical Studies salaried and hourly paid staff

Cultural & Historical Studies Budgets:

- Hourly Paid Lecturers
- Research
- Other established academic staff as required

Other (e.g. accommodation, equipment):

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

Job Title: Head of Cultural & Historical Studies Grade: 7

Person Specification	
Specialist Knowledge/Qualifications	<p>Undergraduate degree in relevant subject area</p> <hr/> <p>Postgraduate degree in relevant subject area</p> <hr/> <p>PhD in subject area is desirable</p> <hr/> <p>Teacher training qualification is desirable</p> <hr/> <p>Knowledge of the range of tools and resources that are available to deliver eLearning and their strengths and weaknesses</p> <hr/> <p>Understanding of the pedagogical principles that underpin Cultural & Historical Studies</p> <hr/> <p>Understanding of the business environment and implications for Cultural & Historical Studies in delivery to industry based courses</p>
Relevant Experience	<p>Experience of designing and delivering teaching and research methodologies to diverse audiences</p> <hr/> <p>Ability to work with staff and students from diverse educational backgrounds.</p> <hr/> <p>Experience of review and revalidation</p> <hr/> <p>Cross-College course organisation and management</p> <hr/> <p>Experience of course/unit academic development</p>

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: 23/10/2018 HJG