

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Job Title:</b> Course Leader, MA Documentary Film	<b>Salary:</b> £26,824 - £32,319 (pro-rata £44,708 - £53,865)
<b>Contract Length:</b> Permanent	<b>Hours/FTE:</b> 0.6 FT
<b>Grade:</b> 6	<b>Location:</b> Elephant and Castle
<b>Accountable to:</b> Programme Director for Film and Television	<b>College/Service:</b> London College of Communication

### Purpose of Role:

To be responsible to the Programme Director for:

- Implementing the academic leadership of the MA Documentary Film course, including the maintenance and enhancement of standards.
- The day-to-day management of the Course including its delivery and development.
- Observing and implementing the policies and procedures of the University and the College.

### Duties and Responsibilities

#### **Academic**

- Provide the vision for the Course, set the agenda for its development and the maintenance and enhancement of quality.
- Contribute to the academic mission of the Programme and its implementation as a member of the Programme Management Team, 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**

- Undertake the effective monitoring of the course and lead enhancement activities.
- 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 Associate Deans.
- Analyse data on student progression and achievement with a view to identifying issues and trends and formulating appropriate action in response.
- Chair the Course Committee in accordance with College and University policies and procedures.
- Contribute to the work of the academic committees of the College and University and, where appropriate, act as chair.

#### **Curriculum Design, Content and Organisation**

- Ensure that the Course curriculum is relevant, current and consistent with the vision for the course and the mission of the Programme.
- Ensure that the delivery of the curriculum is organised in such a way as to be appropriate to the resources available and to the learning styles and developmental stages of the students concerned.

#### **Learning Teaching and Assessment**

- Ensure that the learning, teaching and assessment methods employed on the Course are appropriate to the academic award(s), resources allocated, the demands of the subject and the learning styles and developmental stages of the students.
- Plan and manage the assessment process for the Course, to comply with University policy and to

ensure students are given constructive and timely feedback that helps them improve.

- Contribute to Assessment Panels, Boards of Examiners and their sub-boards as appropriate.
- Undertake such teaching duties as are appropriate to the requirements of the Course and consistent with your areas of expertise.

### ***Student Support and Guidance***

- Ensure that students enrolled on the Course 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 and utilising appropriate channels and media.
- In liaison with the Programme Administration Manager ensure that information provided to students enrolled on the Course is current, accessible and consistent, including:
  - Course 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, College and Programme
- Ensure the maintenance of standards of student discipline on the Course
- Ensure effective liaison with and organisation of student representatives for the course.

### ***Student Progression and Achievement***

- In liaison with the Programme Administration Manager, ensure that student records are maintained which are current, accurate and constructive, including:
  - Entry profiles
  - Attendance records
  - Achievement and progression
  - Support needs
- Be responsible for and, where appropriate, lead the recruitment and selection processes applicable to the Course, ensuring the correct delivery of the University Admissions Policy

### ***Management***

- Contribute to the leadership and management of the Programme as an active member of the Programme Management Team
- Work with academic, administrative, managerial and technical support colleagues to ensure quality, consistency and clarity of course delivery, including:
  - Associate Deans as appropriate
  - The Programme Director to ensure the delivery of the course within the Programme
  - The Programme Administration Manager to ensure the effective and efficient utilisation of financial, human, technical and accommodation resources
  - Technical Coordinators to ensure the effective and efficient utilisation of technical resources.
- Lead, manage and support the academic staff responsible for the delivery of the Course, setting, promoting and maintaining appropriate educational and professional standards of good practice in all aspects of course organisation, administration and delivery, through:
  - 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 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 Course Team and amongst the student community
- In liaison with the Programme Director, Director of Innovation, Business and External Relations and course team, develop business-related, sponsorship and income generating opportunities and activities connected with the course/subject and research activities, including the development of full cost courses and consultancy services.
- 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 the course, colleagues and students.
- 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 Course, Programme, College and University's external profile
- Contribute positively to the development of the broader academic and cultural direction of the College as required

### ***General***

- 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.

- Programme Director
- Course Leaders within the Programme and School
- Programme Administration Manager and members of the administration team
- Academic Support team
- Staff from UAL and LCC student services teams
- LCC Marketing and Communications Team
- Student Admissions team
- International Development Office

**Specific Management Responsibilities**

**Budgets:**

- Associate Lecturer/Visiting Practitioner budget
- Consumables budget
- Project budgets

**Staff:**

- Established academic staff on MA Documentary Film
- Associate Lecturers / Visiting Practitioners / Special Lecturers / Mentors

**Other (e.g. accommodation, equipment):**

To ensure appropriate staff are taking action where following are in need of repair or maintenance:

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



Signed \_\_\_\_\_ June 2018 Date of last review  
(Recruiting Manager)

**HERA Ref: SICOM Acad 3**



## Job Title: Course Leader, MA Documentary Film Grade: 6

All shortlisted applicants will be required to undertake the CREDO on-line personality assessment. This assessment provides us with a valuable insight into your preferred working style, temperament, interests and values. We will use your assessment to focus our interview discussion with you, in order to assess the fit between your profile and the role. At the end of the selection process each candidate will be offered the opportunity to receive a copy of the CREDO candidate development report. Staff selection decisions will never be made solely on the basis of a psychometric assessment

Person Specification	
Specialist Knowledge/ Qualifications	<p>Undergraduate degree in relevant discipline</p> <p>Postgraduate degree in relevant discipline - <i>desirable</i></p> <p>PhD/Doctorate (or nearing completion) - <i>desirable</i></p> <p>PG Cert in HE or equivalent teaching qualification or willingness to undertake the qualification.</p> <p>Is regarded as a leading authority in documentary filmmaking with internal and external peers</p> <p>A detailed knowledge and deep understanding of contemporary national and international practices in the field of documentary filmmaking</p>
Relevant Experience	<p>Professional practice and / or Research in a range of documentary filmmaking environments.</p> <p>Academic leadership at Postgraduate level, including the maintenance and enhancement of standards. - <i>desirable</i></p> <p>Day to day course management including delivery and development of academic provision.</p>
Communication Skills	<p>Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way</p> <p>Uses appropriate levels of IT skills to enable best use of available information and communication to support learning and organisational effectiveness as necessary for the post.</p>

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 documentary filmmaking
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

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

**Last updated: June 2018**

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