

JOB DESCRIPTION

SECTION 1

BASIC DATA

Job Holder's Name:		Job Title:	Head of Teaching and Learning
Reports to:	Academic Dean	Location:	London
Department:	Academic Community	Job Family:	Management

SECTION 2

DEPARTMENT STRUCTURE

This position will report to the Academic Dean.

SECTION 3

OVERALL JOB PURPOSE

To contribute to the development of an inclusive and innovative strategic approach to learning and teaching.

To lead on the development of the academic team and take a reflective approach to current practice.

To introduce improvements to current practice to enhance academic achievement.

To support the Academic Dean with HE management activities.

SIZE / DIMENSIONS

Development of academic staff

Membership of a number of The London Institute of Banking & Finance academic committees.

External liaison with key stakeholders including academic organisations.

SECTION 4

PRINCIPAL ACTIVITIES / OUTPUT OF JOB

(This area outlines in more detail the duties of the post holder).

Learning and Teaching Enhancement

1. Pro-actively champion excellence in learning, teaching, assessment, curriculum design, and nurture academic innovation and good practice in learning and teaching.
2. Work closely with the Academic Dean to ensure that observations, staff development programmes, and quality improvement activities across Teaching and Learning is comprehensive and effective in spreading best practice.
3. Design and deliver workshops to academic staff to enhance Learning and Teaching practice.
4. Lead on academic staff onboarding, induction and initial training activities.
5. Work with colleagues across the institution to achieve the LTA Strategy and support the Academic Dean with the development of that strategy.
6. Create and maintain the online 'procedures manual' for academic staff.
7. Keep pace with new developments in digital learning and advise the academic staff on the pedagogic value of new technologies.
8. Keep abreast of national Higher Education policy developments and good practice in order to inform developments at the Institute.
9. Maintain professional credentials by undertaking some teaching.

Institutional

10. Enhance the curriculum through contributing to the development and implementation of educational technologies and innovative learning and teaching practices
11. Manage faculty records, access and associated communication tools
12. Contribute to the research and writing of formal papers for our regulators
13. Contribute to institutional committees and working parties.
14. Attend meetings as appropriate, e.g., HE Conference, Faculty meetings, Learning & Teaching Committee, Programme meetings.
15. Establish agreed collaborative links with external parties including academic, professional, industrial, and public organisations.

Ad-hoc

16. Projects, as agreed with the Academic Dean

CONTACTS AND INFLUENCE EXERCISED

Wide-ranging impact with senior-level contacts across the academic staff.

DECISIONS

Indicate the level which best describes the job holder’s involvement in the decision-making process:

Follows written and verbal instructions and established guidelines	
Interprets policies & procedures	X
Participates in the establishment of guidelines & procedures	X
Acts as final authority to implement policy, guidelines and procedures that affect strategic goals	

Indicate the statement which best describes the impact of the job holder’s decisions:

Restricted to employee’s own work	
Has impact on department / directorate* objectives	X
Has impact on The London Institute of Banking & Finance objectives	

DEFINITION / CLARITY

(The extent to which to job is defined; the clarity of the job’s boundaries, levels of uncertainty)

This role is linked to the Faculty at The London Institute of Banking & Finance.

Signed
JOB HOLDER

Date

Signed
LINE MANAGER

Date

PERSON SPECIFICATION

Job Title: Head of Teaching and Learning

Reports to: Academic Dean

Department: Academic Community

Qualifications, knowledge and professional memberships	Essential / desirable?	
Minimum postgraduate qualification in a relevant subject	E	
Track record of course design using digital tools	E	
In-depth knowledge of the UK higher education sector, including relevant professional and regulatory frameworks	E	
Relevant HE teaching qualification	E	
Relevant professional qualification and / or membership of relevant professional body	D	
Technical competencies (skills and experience)	Essential / desirable?	
Excellent understanding of recent and current developments in digital learning theories, approaches, and technologies	E	
Excellent understanding of the key elements of effective learning and teaching and the importance of innovation	E	
Ability to organise own workload	E	
IT literate and committed to exploit technology to support learning platforms	E	
Ability to inspire and engage others	E	
Excellent communication skills	E	
Experienced in committee workings	E	
Behaviours		
Inclusive collegiate manner		
Self-confident and persevering		
Capacity to earn credibility		
Commitment to The London Institute of Banking & Finance values and vision		
Comfortable working in a commercial environment		
Core Competencies (this section should contain the level of competency required to carry out this role. Please refer to the competency framework for clarification where needed. Placing a N/A where the competency is not required as part of the job)	Essential / desirable?	Step
Values		
Collaboration	E	C
Adaptability	E	C
Innovation	E	C
Integrity	E	C
Support	E	C
Skills and Experience	Essential / desirable?	Core or Enhanced?
Communicating effectively	E	En
Business thinking	E	En
Developing Yourself	E	En
Getting things done to achieve results	E	En
Digital Capability	E	En

The Customer Experience	E	En
Managing quality and standards	E	En
Applying judgement and taking decisions	E	En