

JOB PROFILE	
Company:	London College of Contemporary Arts
Department:	Visual Media (Graphic Design, Games Animation, Photography, Foundation Art & Design, Visual Media and Digital Media & CPD courses)
Role:	Head of Visual Media
Reporting to:	Academic Director
Direct reports:	3 x Course Managers and Lecturers
Location:	9 Holborn

ROLE SUMMARY
<p>As Head of Visual Media, you will be a motivated individual who understands the value of good communications, management and the development of best practices in learning and teaching. You will have relevant experience of developing and managing programmes at undergraduate and postgraduate levels with the ability to lead and direct the Visual Media Department.</p> <p>You will oversee the quality of the teaching on all programmes within the School, and will work with teams to build best practices and to support high rates of student achievement. You will also seek to involve external stakeholders in supporting and enhancing curriculum development and delivery, including working collaboratively with partner institutions to develop and enhance the curriculum.</p> <p>You will have a relevant research profile, professional achievements and proven expertise in the practical aspects of the subjects and excellent industry connections. Development of new curriculum in Visual Media is a key area of work.</p> <p>The role involves taking responsibility for the management, strategic direction and performance of the portfolio of Visual Media programmes at LCCA. You would be expected to partake in implementing a clear vision for the future of the department which commands the support of both academic and professional staff, while on a day-to-day level showing leadership, directing the operations, development and growth of the department and taking charge of its overall well-being.</p>

KEY ACTIVITIES & RESPONSIBILITIES
<p>Academic Development</p> <ul style="list-style-type: none"> • Leading and managing the Visual Media portfolio of courses including MA in Media Communications, BA in Graphic Design, BA in Graphic Design and Visual Communication, HNC/D Computer Games Animation, HNC/D in Graphic Design, HNC/D in Photography and Foundation Diploma in Art and Design, and undertaking the accompanying roles and committee memberships. • Providing academic leadership within LCCA in relation to the ongoing developments of its taught curricula at HND, undergraduate and postgraduate levels. • Working with external partners on the development of new curriculum, especially Foundation Degrees, Top-Up Degrees and new Bachelors provision to meet industry demands and promote employability of graduates.

- Promoting LCCA courses in the area relevant to the duties and responsibilities of the post and further developing and maintaining educational and industrial links associated with these courses, including those necessary for provision of student projects.
- Overseeing the implementation of quality assurance and enhancement activities across the Department.

Leadership & Management

- Providing leadership for recruitment to taught courses and for the Department's work with Marketing and Student Recruitment and LCCA Partnerships.
- Engaging in research, development and/or scholarly activity as appropriate, which may include participation in institutional and collaborative research and/or involvement with external institutions and commercial organisations.
- Collaborating with members of the business community to improve programs, to develop new programs, and to provide student access to learning opportunities such as guest lectures and internships.
- Advising the Academic Director and Executive Dean of LCCA on resource and personnel issues, and work allocations in relation to delivery of undergraduate and postgraduate programmes.

General duties

- Ensuring that LCCA Health and Safety Policy and guidelines are adhered to.
- Promoting Equality and Diversity for staff and students.
- Taking individual and collective professional responsibility for furthering the organisation's mission and securing its vision.
- Undertaking any other duties commensurate with the role and/or as allocated by the Executive Dean and Managing Director of LCCA.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED		
	Essential	Desirable
Qualifications/Education	<ul style="list-style-type: none"> • A postgraduate degree in a relevant discipline, or equivalent experience. • Significant demonstrable teaching and curriculum management experience. 	<ul style="list-style-type: none"> • A PhD in a relevant discipline, or equivalent experience. • A PGCE or equivalent teaching qualification
Knowledge/Skills	<ul style="list-style-type: none"> • Lecturing, research. • Knowledge of Graphic Design, Visual Media or Photography with a specialism in at least one of these areas. 	<ul style="list-style-type: none"> • A track record of peer-reviewed research publications.

	<ul style="list-style-type: none"> • Knowledge of the QAA Framework for Higher Education Qualifications, Codes of Practice and relevant Subject and Qualification Benchmarks. • Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects. • Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique and coordination of people and resources to ensure that programmes are run efficiently and are commercially viable. 	
<p>Experience</p>	<ul style="list-style-type: none"> • Experience of developing and delivering programmes at undergraduate and postgraduate levels in a relevant discipline. • Experience of administrative responsibilities in a Higher Education setting or similar environment. • Experience of managing staff. 	
<p>The post holder may be asked to undertake different or additional duties in line with business requirements at the request of their line manager.</p> <p>There is an expectation that all employees will maintain the values of the Group and will comply with the code of conduct as well as equality and diversity, health and safety and safeguarding policies.</p> <p>There will be an occasional need to undertake business travel between other GUS sites within London and across the UK.</p>		