



FASHION RETAIL ACADEMY

Job Description and Person Specification

Job Title:	HE Programme Leader
Accountable to:	Head of Curriculum & Quality
Hours:	37 hours per week
Salary:	Up to £60,000 (DOE)

The Academy

The Fashion Retail Academy (FRA) is an Outstanding and unique employer led college with charitable status born out of the industry 12 years ago, in response to an overwhelming skills gap for skilled new entrants to the sector which no other provider was solving. The FRA was founded as the trailblazer for the National Skills Academy model which paved the way for the many that followed, as a private-public partnership with leading retailers funding its start-up, matched with funds from the Government.

The FRA is a charity with a mission to inspire and develop talent for a specialist career in fashion retail. We have developed a reputation for excellence and established a track record of attracting high calibre individuals to in demand roles. This has been achieved through honing our unique education to employment model, which features industry involvement, experienced teachers with a retail background and work placements leading to high rates of progression to target jobs.

Over 140 retailers now work in partnership with the FRA from high street staples (Primark, Zara, River Island, John Lewis), digital giants (ASOS, Net A Porter, Shop Direct Group) to luxury brands including the LVMH Group (Louis Vuitton, Celine, Marc Jacobs, Christian Dior, Fendi etc), Gucci, Giorgio Armani, Burberry, Michael Kors. The UK remains a key focus for the FRA and our learners travel and relocate from around the British Isles to study with us. Our employer partners are equally as nationwide and in an increasingly globalised market, our reputation for quality and employer responsiveness now sees international interest in the FRAs model. Companies look to us to develop fit for purpose, occupationally specific, training programmes both for new entrants to the labour market and for upskilling the existing workforce (Estee Lauder Group, Ecco, Jigsaw, LVMH group).

During a full inspection at the end of September 2016 the FRA has reached the pinnacle of public assessment and is now officially outstanding. Specific areas of praise from Ofsted include:

- Leaders, governors and managers have established a culture of excellence that results in very high achievement for learners

- Outstanding partnerships with fashion retail employers ensure that learners benefit from a rich and relevant curriculum
- Teaching, learning and assessment are of the highest quality
- Learners develop excellent industry-related skills and knowledge that prepare them very well for prestigious employment within the fashion retail industry
- Learners' achievement is outstanding and progression into employment is exceptional
- Working relationships between learners and staff at the Fashion Retail Academy are exemplary
- Excellent ongoing careers advice and guidance
- Almost all learners gain employment at their first-choice employer or move into higher education.
- Highly effective safeguarding arrangements ensure that learners are very safe
- Excellent learning facilities and resources
- Quality assurance measures are demanding and have a substantial impact, and governors, managers and staff monitor learners' achievement assiduously.

The FRA is entering into multiple exciting new developments and are now seeking outstanding individuals to help us realise our key strategic ambitions. Higher Education development is one such area and arises from our recent 'one of a kind' strategic industry research project (Fast Forward Fashion: Skills for the Future of Fashion Retail) conducted during 2016 in partnership with global strategic consultancy firm OC&C.

Reporting to the Head of Curriculum & Quality, this new position will play an integral role in the development and delivery of the FRA Higher Education plan as we pioneer degrees with a difference - highly practical, industry led programme which result in our graduates securing great jobs.

You will be instrumental in helping us achieve these ambitions by supporting the continuous innovation in curriculum offer, delivery models and content. We are seeking a driven, passionate and highly experienced individual with a strong track record in delivering outstanding results. This is an incredible opportunity to build upon our early success and make the area your own.

In this key role you will be responsible for the academic leadership and management all HE courses, including the day to day management and all areas of learning, teaching and assessment of students as well as resources allocated. You will contribute to, and where appropriate lead on the process of course development, minor modifications, major changes, validation and review by the FRA, external agencies and professional bodies.

Along with managing the HE course portfolio you will be required to deliver elements of the programmes.

HE course areas for which the post will lead include:

- Fashion Marketing and Communication BA Hons
- Fashion Business Management BA Hons
- Buying & Merchandising BA Hons

PURPOSE OF THE JOB

- To provide outstanding management for the courses, maintaining and developing educational goals and ensuring delivery is of the highest quality, efficiently and industry relevance.
- To provide academic leadership for the courses ensuring that the curriculum is developed and extended in response to contemporary industry practice (pedagogic and professional), issues and debates.
- To be responsible, under the direction of Curriculum and FRA leadership, for the assessment of students and the development of teaching and learning strategies appropriate to the nature of the course of study.
- To oversee curriculum development of the courses and ensure the continuous improvement of the quality, effectiveness and efficiency of the provision.
- To liaise with appropriate staff to ensure effective deployment of academic and support staff, technical and financial resources in order to deliver the highest quality education.
- To line manage, where applicable, the Senior Lecturers, Lecturers and sessional members of staff within the Course Team, taking full responsibility for ensuring that the FRA's policies, procedures and regulations in terms of induction, health and safety and conduct are fully met.
- To take devolved responsibility for achieving student recruitment and retention targets for the Courses, liaison with key departments as appropriate and implementing strategies as directed by the Principal.

OTHER DUTIES

- To represent the Courses or FRA on relevant boards and committees as required.
- To produce regular monitoring reports and any other reports as may be necessary to meet the requirements of internal and external quality assurance.
- To act as Health & Safety co-ordinator for the course and to ensure that the FRA Health & Safety policy is correctly applied in all areas.
- To conduct Performance Development Reviews (PDR) for designated staff and to take responsibility for teaching observations in accordance with the FRA regulations.
- To prepare resource estimates as part of annual planning and budget preparation and to manage a course budget, as determined by the Executive, and to obtain best value for money and ensure that the courses operates within necessary financial constraints.
- To prepare such planning papers and reports as may be required to assist the strategic development of the courses.
- To participate in specified teaching, research and industry activities to fulfil academic and professional objectives.
- To participate fully in the FRA's marketing initiatives, including Open Days, exhibitions and recruitment fairs both locally, nationally and internationally, as directed.
- To develop and maintain professional working relationships with Course external examiners and to nominate/advise on the appointment of new externals.
- To maintain and develop appropriate external links e.g. with other educational institutions, industry, business and the professions developing and promoting the Course's objectives

in terms of employer engagement, work placement (if applicable) and curriculum relevance are met.

- To be an active member of a relevant association or professional body (or bodies) as appropriate to the demands of the post.
- To participate in appropriate professional development activities, including training events, workshops, seminars and conferences.
- To maintain professional working relationships and appropriate links with our stakeholders and relevant networks.
- Maintain and promote equal opportunities within the terms of the FRA's published policies, understanding how they operate within the responsibilities of the post.
- To maintain and promote health and safety awareness within the terms of the FRA's published Health & Safety Policy. To ensure that staff and students are aware of health and safety procedures.
- To undertake any such other duties commensurate with the post.

The FRA actively encourages staff development and training. You are expected to participate in training and development activities as necessary to meet job, institutional and personal development.

Person Specification		
	Essential	Desirable
Experience and qualifications	<ul style="list-style-type: none"> • Relevant BA (Hons) Fashion/Fashion Design qualification or equivalent Postgraduate qualification or relevant professional experience / PGCE • Extensive teaching experience within Higher Education environment including curriculum development and engagement with a range of Teaching & Learning strategies • Comprehensive knowledge of relevant industry sectors • 	<ul style="list-style-type: none"> • Resource management
Knowledge	<ul style="list-style-type: none"> • Extensive experience of professional practice and comprehensive networks within the Fashion industry • Significant professional/industrial or commercial practice • Experience of developing, managing and providing leadership to a team. 	
Skills	<ul style="list-style-type: none"> • Demonstrate excellent organisational and administrative skills necessary for maintaining student records, assessment, quality assurance systems and records, curriculum and teaching and learning materials. 	<ul style="list-style-type: none"> • Extensive knowledge of Microsoft excel spreadsheets

	<ul style="list-style-type: none"> • Proven ability to manage complex situations and change. • Communicate using straight forward, inspiring language that is tailored to the audience, using the most appropriate medium. • Flexibility and openness to change • Ability to plan work, set priorities, and respond to pressures, deadlines, and changes in schedules and priorities. • Commitment to diversity and to serving the needs of a diverse population. 	
Attributes/ personal characteristics	<ul style="list-style-type: none"> • Clear strategic thinking • High level interpersonal skills • Persuasive communication skills • Strength and judgement for decision-making • Flexible, inclusive, and pragmatic management style • Imagination and vision • Energy, stamina and sense of humour 	

Living and practicing the Fashion retail Academy's values:

PROFESSIONAL – working with the utmost of honesty and integrity in all that we do, we care about the outcome

GOING THE EXTRA MILE – more than a statement, it's a state of mind. We have rigour and a relentless focus on the outcome, exceeding the expectations of our stakeholders.

INSPIRATIONAL – We motivate people to achieve great things and through demonstrating passion in our actions we are role models for others.

FLEXIBLE APPROACH – working collaboratively at all time we are adaptable and responsive to changing circumstances. We think and act creatively and are prepared to find new ways of achieving the outcome.

COLLECTIVE RESPONSIBILITY – every staff member takes responsibility for the FRA's direction of travel and innately understands how their work contributes to our strategic plan.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indicating of the areas of activity and may be amended from time to time in the light of the changing needs of the organisation.