



## **Assistant Head of Department (Lead Tutor) - Job Description**

**Job Title:** Assistant Head of Department (Lead Tutor)

**Immediately responsible to:** Head of Department

### **Job Purpose**

To design, develop and deliver teaching material across specified modules within a subject area. To ensure the efficient and effective delivery of teaching programmes in accordance with LMA's strategies, policies and procedures. To undertake a range of academic administrative and pastoral support activities to ensure the department operates effectively and provides a supportive student learning environment.

### **Main Activities and Responsibilities**

#### Student Learning Experience

- Create an engaging and subject specialism informed learning and teaching experience for students within the department
- Use appropriate teaching, learning support and assessment methods
- Identify areas where existing provision is in need of improvement and contribute to planning, design and implementation of material
- Use appropriate methods of assessment, measure student progress by reference to specified assessment criteria and national frameworks and standards, and provide constructive feedback to students using a variety of approaches
- Ensure that delivery of modules complies with quality standards expected at LMA and the expectations of the UK national quality frameworks and guidelines
- Develop and apply innovative approaches to improving the learning environment, teaching and/or assessment and feedback methods
- Engage in professional development in relation to both subject specialist knowledge and understanding and also current approaches to teaching, learning and assessment within Higher Education. Utilise an evidence-informed approach, drawing on the outcomes of research and scholarship, to enhance practice
- Actively participate in verification and standardisation processes to ensure consistency

### Teamwork and Resources

- Act as a responsible team member, lead where agreed, and develop productive working relationships with other staff members
- Communicate with others, in your department and with support staff, to ensure student needs and expectations are met
- Foster a working environment that supports staff, encourages active engagement and positive contributions from team members
- Provide mentoring to sessional tutors and colleagues with less experience and advise on personal development
- If leading a module, coordinate the work of others to ensure modules are delivered to the standards required in Higher Education settings
- Support the achievement of agreed performance standards across the department's provision, which may include: grade outcomes; student satisfaction metrics including NSS results etc; recruitment rates; retention and employability
- Contribute to the effective management of change when required
- Ensure compliance with LMA policies on managing people, equality and diversity and health and safety

### Pastoral Care

- Act as a personal tutor providing first line support and academic mentoring to students
- Appreciate the needs of individual students and their circumstances
- Use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students. Provide support where required
- Refer students to support services where specialised intervention is needed

### Liaison and Networking

- Participate in and develop external networks, for example, to contribute to student recruitment, build relationships with partners, agencies and organisations to enhance future activities and widen participation
- Promote and enhance the reputation of LMA locally and nationally

### Academic Administration

- Where required, be responsible for administrative duties in areas relating to admissions, assessment, feedback and student attendance
- Support the Head of Department in ensuring, in the event of staff absence, that appropriate work is supplied for the use of supply or substitute staff

### **Other Activities and Responsibilities**

- Contribute to QA processes and confront issues affecting the quality of delivery, referring serious issues to others as appropriate
- Deputise for the Head of Department as operational requirements demand

## Person Specification

- First degree in a related discipline or relevant leading edge industry experience
- Teaching qualification or preparedness to work towards this
- Sufficient depth of specialist knowledge to develop teaching programmes and provide learning support within an HE environment
- Knowledge of HE and an ability to employ a range of delivery techniques to enthuse and engage students
- Preparedness to enrol for Assistant Fellow/Fellow status under the HEA Professional Standards Framework
- Understanding of equal opportunity issues as they may impact on academic content and issues relating to student needs within an HE environment
- Ability to communicate complex and conceptual ideas to a range of audiences
- Ability to demonstrate independent and self-managing working styles
- Ability to work collaboratively, to lead and to inspire high quality performance in others
- High levels of motivation with ability to determine and achieve own targets and objectives
- Ability to build effective relationships and interact with students, colleagues, external clients, stakeholders and fellow professionals and to work collaboratively
- Ability to support and contribute to change in an academic environment while maintaining the confidence of staff and students
- Good leadership and management skills including analytical, communication and presentation skills
- High level of professionalism, enthusiasm and commitment
- Excellent written and verbal communication skills
- Good IT and organisational skills
- Understanding of QAA requirements



### Teamwork and Resources

- Communicate with others, in your department and with support staff, to ensure student needs and expectations are met
- Provide mentoring to sessional tutors and colleagues with less experience and advise on personal development
- If leading a module, coordinate the work of others to ensure modules are delivered to the standards required in Higher Education settings

### Pastoral Care

- To be responsible for specified year groups, monitoring student engagement and achievement
- Act as a personal tutor providing first line support and academic mentoring to students
- Appreciate the needs of individual students and their circumstances
- Use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students. Provide support where required
- Refer students to support services where specialised intervention is needed

### Liaison and Networking

- Participate in and develop external networks, for example, to contribute to student recruitment, build relationships with partners, agencies and organisations to enhance future activities and widen participation

### Academic Administration

- Where required, be responsible for administrative duties in areas relating to admissions, assessment, feedback and student attendance

### **Other Activities and Responsibilities**

- Act as a responsible team member, lead where agreed, and develop productive working relationships with other staff members
- Collaborate with colleagues on the implementation of assessment procedures
- Contribute to QA processes and confront issues affecting the quality of delivery, referring serious issues to others as appropriate

### **Person Specification**

- First degree in a related discipline or relevant leading edge industry experience
- Teaching qualification or preparedness to work towards this
- Sufficient depth of specialist knowledge to develop teaching programmes and provide learning support within an HE environment
- Knowledge of HE and an ability to employ a range of delivery techniques to enthuse and engage students
- Understand equal opportunity issues as they may impact on academic content and issues relating to student needs within an HE environment

- Excellent ICT, written and verbal communication skills
- Ability to communicate complex and conceptual ideas to a range of audiences
- Ability to demonstrate independent and self-managing working styles
- Preparedness to enrol for Assistant Fellow/Fellow status under the HEA Professional Standards Framework
- Ability to undertake duties at different premises, including an alternative campus
- Engage in activities associated with promotion, marketing and outreach related to subject area