

Company: London College Contemporary of Arts
(LCCA)

Department: Academic

Role: Lecturer in Hospitality, Events and
Tourism Management

Reporting to: Course Director

Direct reports: N/A

Location: Sceptre Court, London

Salary: Up-to £40,000 per annum (pro-rata)

Role Summary

The Lecturers form a pivotal element of the LCCA's experience and commitment to our students, ensuring that students understand the value of what it means to be a student in higher education and above all, a LCCA student. The role focuses on creating holistic approaches to teaching and learning across subjects, ensuring that the experiences delivered will progress and retain students. The candidate must have an impeccable track record in successfully progressing students as well as strong industry links that will enhance and enrich the blended nature of delivering our different levels of courses.

The successful candidate will have a demonstratable teaching record and experience of developing content for Higher Education as well as strong industry links that will enhance and enrich the blended nature of delivering various modules across the courses on offer at LCCA.

This is an opportunity for the role-holder to work with Course Directors and Subject Leads in these curriculum areas for the College. The role holder will be expected to engage in research and or professional practice to address aspects across multiple industries including subject territory specific. The role holder will also be expected to attract, recruit and teach students in the above disciplines as well as contributing to extra-curriculum activities such as teaching development and other cross-College initiatives.

The role-holder will be expected to engage in research and or professional practice/enterprise in subject specific territories.

The LCCA courses are unique in that they are taught across the week (in the day), in evenings in the week and at the weekend. Candidates may have to teach across evenings and weekends, as determined and discussed at your interview, matched against your preference, the workload and resource allocation and needs of the business. Or, if your preference is swayed toward a particular mode of delivery (week versus weekend) please make this clear in your application.

Key Activities & Responsibilities

- To set, promote and maintain appropriate educational and professional standards of good practice in teaching, delivery and curriculum development.
- To undertake general course responsibilities including lesson planning, teaching, curriculum development, assessment, admissions and administration.

- To undertake a teaching programme, providing academic and pastoral support to students as necessary, monitoring student progress and maintaining appropriate records.
- To maintain strong links with related industries and professional bodies, keeping up to date with latest developments in the subject area and maintaining a professional level of expertise in relation to teaching and subject developments in the field.
- To work with the academic team, contributing to curriculum development and the review and development of cross-disciplinary teaching strategies.
- To fully utilise the College and other information and communication technologies in order to facilitate and enhance students' learning experiences and organisational effectiveness.
- To undertake research and scholarly activity and/or professional practice in a relevant discipline.
- To attend and contribute to course related meetings and examination boards as required.
- To attend course team meetings, course committee meetings and organise and prepare for examination boards.
- To support / co-ordinate projects and promote the exchange of ideas and methods of working across specialist areas to broaden the student's experience.
- To contribute to an annual course monitoring report and ensure the continuous improvement and development of the course.
- To support the Course Director, Dean and Principal in the development and implementation of college-wide policies and initiatives in relation to teaching and learning and curriculum development.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the College.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the Colleges' Equal Opportunities Policy and to promote 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 College'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 supervise dissertation and projects as requested
- To perform such duties consistent with your role as these may from time to time be assigned to you anywhere within the College.
- To undertake health and safety duties and responsibilities appropriate to the role.

Requirements for the role

Qualifications/Education

Essential	Desirable
<ul style="list-style-type: none"> • Relevant BA and postgraduate qualification or equivalent professional experience 	<ul style="list-style-type: none"> • PhD or Higher-level research degree • Teaching qualification (PG Cert of equivalent)- <i>all post holders will be expected to complete a PGCERT in education during their employment at LCCA if they do not currently hold one.</i> • Fellowship (or Higher) of the Higher Education Academy

Knowledge & Skills

Essential	Desirable
<ul style="list-style-type: none"> • Applies an inquiring, innovative and reflexive approach to teaching. • Considers equality, diversity, and inclusivity in all aspects of teaching practice. • Shows commitment to understanding the range of students' experiences within a course. • Ability to motivate and work in a collaborative way with staff and students. • Demonstrate, promote, and facilitate collaborative ways of working across the organisation. • Ability to design and deliver units of study that introduce and develop the complex range of theoretical and practical concerns of the discipline. • Demonstrate an understanding of assessment practice including how to assess the work and progress of students and provide constructive, developmental, and challenging feedback. • Demonstrate relevant professional networks and relationships that bring expert external knowledge to student learning, employment, and enterprise. • Effectively plan and manage workload, prioritising work to meet deadlines and achieve personal, team and course objectives • Collaborates and works effectively within team and across professional groups. • Works effectively and respectfully with a wide range of people. • Fosters inclusive and constructive teamwork and problem-solving. • Plans, prioritises, and manages resources effectively to achieve objectives. • Demonstrate evidence of utilising digital technologies in teaching and learning 	

Experience

Essential	Desirable
<ul style="list-style-type: none"> • Experience of teaching & assessment in a Higher Education environment. • Experience of planning creation of course materials that support student success. • Experience of teaching the discipline in a HE environment 	

- Evidence of research, knowledge exchange and/ or professional practice that contributes to the advancement of the Discipline and is relevant to the goals of the Course, College and Creative Industries as a whole
- Evidence of using contacts within subject peer group to develop partnerships or collaborations

The post holder may be asked to undertake different or additional duties in line with business requirements at the request of their line manager.

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.

There will be an occasional need to undertake business travel between other sites within London and across the UK.