**JOB DESCRIPTION**

**POST: Deputy Dean (Learning & Development)**

**LOCATION: UCFB Etihad Campus, Manchester or UCFB Wembley Campus, London**

**SALARY: Up to £50,000 per annum (plus 10% London Weighting allowance if applicable) depending on qualifications & experience**

**PERIOD: Permanent, full-time**

**RESPONSIBLE TO: Wembley Head of Academics (Undergraduate)**

**POST OBJECTIVES:**

To be responsible to the Wembley Head of Academics (undergraduate) for the development and leadership of structures and mechanisms to support the progression and completion of students at all levels. The role will require the management of designing, delivering and evaluating interventions with a view to enhancing the relevant KPI’s within this field. To promote and represent the institution as required.

**KEY TASKS:**

**Principal Duties:**

**Management**

* Managing the implementation of intervention strategies based on relevant and appropriate metrics
* Develop strategies designed to promote the engagement of identified students with their programmes of study
* Working collaboratively with academic staff to ensure that support provided for individuals or groups of students lead to enhanced progression and completion
* Adopt a proactive approach to continuous improvement and innovation
* To play a full part in institutional activities
* To represent and promote the interests of the institution

**Leadership**

* Promote the success, progression and completion of students throughout the institution and lead identified initiatives that advance student achievement
* Champion appropriate strategies and polices which promote enhancement of progression and completion
* Lead the delivery of initiatives identified and ensure a student centred approach
* Work collaboratively to maximise input from all stakeholders by developing and fostering effective relationships
* Lead the enhancement drive ensuring that key performance indicators are met through the development of an engaging high quality support provision
* Work with students and their representatives to develop student engagement and continuously strive to improve the student experience

**Planning**

* To lead, in liaison with the Wembley Head of Academics (undergraduate), the development of learning support activities across the institution
* To assist the Wembley Head of Academics (undergraduate) in developing strategies, polices and action plans that align with UCFB/GIS goals and work with relevant stakeholders to deliver these plans

**Governance**

* To ensure that learning support activities of the institution are undertaken in accordance with the governance, policy and regulatory frameworks of UCFB/GIS and its validating partner
* To attend and contribute to the Teaching and Learning and Academic Quality Sub Committee as appropriate

**General**

* To contribute to the education and student experience operations of UCFB/GIS by undertaking specific responsibilities as agreed with the Wembley Head of Academics (undergraduate).
* To work collaboratively with colleagues to establish and maintain national and international recognition of UCFB/GIS as centre of excellence for education
* To undertake any other activities assigned from time to time by the Wembley Head of Academics (undergraduate)

**Hours:** The post holder will be required to be permanent and fulltime in order to perform the duties required in the role.

**Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements, the duties of this role may be changed after consultation with the Wembley Head of Academics (undergraduate), Senior Leadership Team or the Dean.

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **HEI**: UCFB | | **Location:** UCFB Ethiad or Wembley | |
| **Department:** Academic | | **Responsible To:** Wembley Head of Academics (Undergraduate) | |
| **Requirements** | **Essential** | **Desirable** | **Method of Assessment \*** |
| 1. **Qualifications and Training** | Undergraduate degree and Masters degree in appropriate discipline offered at UCFB. | HEA Membership  Teaching qualification  Previous experience in raising attainment, completion and progression. | 1 |
| 1. **Previous Work Experience** | Teaching experience in a HEI: previous experience as at least an hourly paid or as a part time lecturer at an HEI | Extensive teaching experience in UK HEI  Programme/module leadership experience  Experience of project supervision for taught UG and PG programmes | 1, 2 & 4 |
| 1. **Knowledge of Core Areas** | An excellent understanding of the breadth and depth of the programme portfolio delivered by UCFB.  An excellent understanding of validating partners policies and regulations that pertain to completion and progression. | Ability and flexibility to contribute to teaching across the UCFB portfolio  Industry relevant experience within one or more of the core areas delivered by UCFB | 1, 2, 3 & 4 |
| 1. **Specialist Knowledge Areas** | Ability to differentiate and contextualise academic content within specialist subject area to support the improvement of completion and progression of students  Ability to lead academic teams in utilising effective strategies across the range of subject areas to enhance the achievement of students within the diverse disciplines offered at UCFB | In depth knowledge of development and enhancement strategies utilised within the sector to support students to achieve thereby improving relevant KPI’s. | 1, 2 & 4 |
| 1. **Student Experience** | Ability to provide a high quality student learning experience (e.g. via large group sessions, small group sessions, supervision & pastoral support)  Ability to champion the continual enhancement of the student experience across the organisation. | Demonstrate innovation & creativity in developing resources to support student learning utilising a variety of teaching styles and where applicable innovative use of technologies | 1, 2, & 4 |
| 1. **Quality Assurance** | Ability to implement, review and improve quality assurance processes to effectively enahance relevant KPI’s | Leadership experience of completing HE Quality Assurance documents/reports to meet internal and external expectations | 1, 2, & 4 |
| 1. **Specific Skills / Abilities Required** | Ability to work with olleagues across various provision to achieve predetermined outcomes  Ability to work effectively in a fast paced and busy environment to meet set objectives  Excellent communication skills  Excellent IT skills  Excellent time management skills  Ability to work on your own initiative  Effective team-working skills  Excellent report writing skills | Knowledge of and experience to overcome the challenges faced by HE providers  Leadership expereince within a HEI | 1, 2, 3 & 4 |
| 1. **Motivation / Attitude** | Professional approach to work  Reliable  Excellent organisational skills  Flexibility  Excellent interpersonal skills  Attention to detail  Commitment to following UCFB’s ethos and equal opportunities policies |  | 1, 2 & 4 |
| 1. **UCFB Values** | Always trying to be the best you can  Attention to detail  Equitable  Honesty  Integrity  Loyalty  Respect |  | 1, 2 & 3 |
| **\*1=Application form; 2=Interview; 3=Test/Presentation; 4=Documentary evidence** | | | |

**Terms and Conditions of Employment Relevant to the Post**

**Job Title:** Deputy Dean (Learning & Development)

**Hours:** The post holder will be required to be permanent and fulltime in order to perform the duties required in the role.

**Salary:** Up to £50,000 per annum (plus 10% London Weighting allowance if applicable)depending on qualifications & experience

**Work Base:** Etihad orWembley Campus, but any of UCFB’s premises as may be required

**Holidays:** 33 days paid holidays, including the usual public holidays in England and Wales

**Benefits:** Christmas/ New Year closure period (10 discretionary days inclusive of bank holidays), cycle to work, Perkbox, birthday off, annual staff events, pension (statutory auto-enrolment scheme), occupational maternity/ paternity pay after qualifying period

**Subject to:**

*Satisfactory DBS check*

*Satisfactory completion of the Probationary period*

*Right to Work in the UK: Compliance with Asylum and Immigration Act 1996 and Immigration and Asylum and Nationality Act 2006*

*Evidence of stated qualifications relevant to the post*

*Evidence of membership of relevant professional bodies as stipulated by the post*

*Not being subject to a Football Banning Order or any lawful prohibition on entering a football stadium in the UK*