



Head of Department - Job Description

Job Title: Head of Acting and Performance - London

Immediately responsible to: London Principal

Immediately responsible for: Departmental staff

Job Purpose

To provide effective leadership and management of the Acting department. To promote, develop and enhance provision within the department in line with the strategic and operational aims of LMA.

Main Activities and Responsibilities

Leadership and Building a Team

- Provide leadership to the department in the areas of teaching and learning and wider engagement
- Ensure 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
- Ensure high standards are maintained in the conduct of all of the department's activities
- Foster a working environment that supports staff, encourages active engagement and positive contributions from team members
- Ensure and manage effective communication across the department and across campuses where appropriate
- Lead and support high performance across the department
- Effectively manage change when required
- Ensure compliance with LMA policies on managing people, equality and diversity and health and safety

Teaching and Learning

- Set and maintain high standards of teaching and learning
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students in the department in accordance with the aims of LMA and the curricular policies determined by appointed committees and SLT
- Lead, review and develop all departmental policies and strategies in line with the strategic aims of LMA
- Update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the subject area in particular
- Ensure, in the event of staff absence, that appropriate work is supplied for the use of supply or substitute staff
- Take a leading role in promoting the departmental learning through out of hours activities if appropriate
- Manage and develop high quality teaching resources to match the needs of the curriculum and the different abilities of learners
- Develop and enhance the teaching practice of others by developing self evaluation strategies within the department to monitor, evaluate and improve the quality of teaching through effective application of LMA's Teaching and Learning Delivery Strategy

Other Activities and Responsibilities

- Engage in CPD and scholarly activity to maintain and update subject knowledge and awareness of current practice within the HE sector
- Promote and enhance the reputation of LMA locally and nationally
- Represent the interests of the department within the university
- Participate in activities, projects and initiatives as directed by SLT

Person Specification

- Ability to manage people, budgets and other resources
- Understanding of QAA requirements
- Strong leadership and management skills including excellent analytical, communication and presentation skills
- 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
- Experience and/or ability to plan, manage and implement change in an academic environment while maintaining the confidence of staff at all levels
- High level of professionalism, enthusiasm and commitment
- Good IT and organisational skills

