

Full time Academic Lead

HND Business/Entrepreneurship

(up to 37.5 hours per week)

Circa £38,000

Have you got what it takes to develop and lead a Business programme and inspire a dedicated team of staff? If so, we want to hear from you!

ASTML is seeking a dynamic individual with experience of teaching at undergraduate level (higher education levels 4 and 5) in a Further Education setting with **either a background in the areas of Business and/or Entrepreneurship**. You will be responsible for the operational management of the curriculum as well as coordinating quality and staffing to help ensure cost effective delivery of the curriculum whilst maintaining exceptional quality.

You should have experience of team leadership, curriculum development and quality assurance. You will set high standards in teaching skills and possess relevant academic and/or professional qualifications at master level or equivalent.

TITLE: Academic Lead Business/Entrepreneurship

SALARY: Based on experience

BASED AT: Hounslow/Portsmouth

JOB TYPE: Full Time

JOB SUMMARY:

We are seeking an innovative and inspiring, experienced entrepreneur as the Academic Lead for our HND Business/Entrepreneurship You will be responsible for the academic quality and smooth operation of the courses, ensuring that the standards set by the College, as the professional regulatory body, are met and maintained, confirming this through internal and external annual monitoring and audit processes. Demonstrating an Business/Entrepreneurial passion for enthusing and inspiring our students, you will develop and deliver an innovative and flexible range of learning and teaching materials that provide high quality, accessible learning opportunities and an exceptional student experience. This Academic Lead role will also see you engage in research that influences practice, informs and inspires a research-led curriculum and contributes to subject expertise with national and international impact.

JOB PURPOSE:

To lead in designing, developing and producing learning and teaching material and deliver either across a range of modules or within a subject area stated below;

HND Year 1	HND Year 2
Business and Business Environment	Research Project
Marketing Essentials	Organisation Behaviour

Human Resource Management	Identifying Entrepreneurial Opportunities
Management and Operations	Launching a New Venture
Management Accounting	Managing and Running a Small Business
Managing a Successful Business Project	Business Strategy
Business Law	Planning for Growth
Entrepreneurship and Small Business Management	

Tutors will ensure the efficient and effective delivery of teaching courses in accordance with the College's strategy, policy and procedures, contribute to activities which influence leading edge practice which will also undertake research activity.

Roles and Responsibilities:

Teaching and learning support

- Design, develop and deliver a range of programs of study (sometimes for entirely new courses) at Level 4 and above levels.
- Review on a regular basis course content and materials, updating when required.
- Develop and apply appropriate teaching techniques and material which create interest, understanding and enthusiasm amongst students.
- Ensure that course design and delivery comply with the quality standards and regulations of the College.

Research and scholarship

- Develop research objectives and prepare research proposals.
- Contribute to the development of research strategies.
- Carry out independent research and where possible act as principal investigator/project leader.
- Referee and contribute to peer assessment.

Liaison and networking

- Lead and develop internal networks for example by chairing and participating in Exam Board meeting.
- Lead and develop external networks for example with external examiners and assessors.
- Develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration.

Managing people

- Provide academic leadership to those working within program areas, by for example coordinating the work of others to ensure that courses are delivered effectively or organising the work of a team by agreeing objectives and work plans.
- Contributing to the development of teams and individuals.

- Act as a personal mentor to peers and colleagues.

Teamwork

- Lead teams within areas of responsibility.
- Help to ensure that teams within the department work together.
- Participate to help resolve conflicts within and between teams.

Pastoral care

- Responsible for dealing with referred issues for students within own programs.
- Provide first line support for colleagues, referring them to sources of further help if required.

Initiative, problem-solving and decision-making

- Resolve problems affecting the delivery of courses within own educational program and in accordance with regulations.
- Make decisions regarding the operational aspects of own educational program.
- Spotting opportunities for strategic development of employer partnerships or appropriate areas of activity and contributing to the development of such ideas.
- To undertake such other duties, training and/or hours of work as may well be required by the Director within a reasonable workload and which are consistent with the role of Academic Lead.

Planning and managing resources

- Responsible for the delivery of own educational programs.
- Be involved through various routes in departmental level strategic planning and contribute to the Institution's strategic planning processes.
- Plan and deliver research and other modules within the constraints of resources available.
- Contribute to the management of quality, audit and other external assessments.

Sensory, physical and emotional demands.

- Balance the pressures of teaching, research and administrative demands and competing deadlines.

Work environment

- Take responsibility for conducting risk assessments and reducing hazards during industrial/company visits.

Expertise

- Required to be an externally recognised authority in the subject area.
- In-depth understanding of own entrepreneurial specialism to enable the development of new knowledge and understanding both within the industry, or through teaching.

- In IQA / IV processes with relevant qualification.

Qualifications

- A Masters qualification in Business Management or Entrepreneurship or relevant qualifications or experience.

Experience

- Experience of delivering effective learning, teaching and assessment at Higher Levels.
- Demonstrable experience of successful curriculum development.
- Demonstrable experience of effectively designing and implementing a range of formative and summative assessments for postgraduate and professional programs.
- Significant experience of excellent teaching identified by peer review.
- Experience of quality assurance and validation of degree programs.
- Proven experience of module and program leadership.
- Experience and demonstrable knowledge/expertise in research methodologies appropriate to the academic discipline.