



VACANCY

Position: Associate Director of Studies & Lead Tutor
(Strategic Management and Leadership)

Reporting to:

The Centre Manager

Established in Great Britain, London Centre for Training and Development (LCTD) is an independent training provider committed to world-class teaching, innovation, career development and continuing education.

LCTD is accredited by Accreditation Service for International Schools, Colleges and Universities (ASIC) which is an independent body providing accreditation services for independent, further and higher education colleges.

ASIC accreditation helps students and parents make a more informed choice and will also help a school, college, university, training provider or distance education provider, demonstrate to the international student body that they are a high-quality institution.

The Centre Manager is seeking an Hourly paid Associate Director of Studies & Lead Tutor (Strategic Management and Leadership) to lead with the delivery of the Internationalisation strategy of the Centre.

The successful candidate will play a fundamental and critical role, working closely with a small team within the Centre to enhance the work currently being undertaken, including global promotion of brand awareness through student recruitment and working with external stakeholders towards the provision of onsite support for all LCTD students and increasing International awareness for all LCTD courses.

You will build effective relationships with key external stakeholders (including ASIC, Awarding bodies and Institutional partners) and with colleagues within the Centre in pursuit of LCTD goals.

Essential requirements:

- Eligibility to work in and travel freely to and from the UK
- Holds PGCE or Certificate of Education or DTLLS or CAVA Qualification
- Holds a postgraduate qualification (MSc, MBA) in Business & Management related discipline

- Minimum 2 years' experience leading and delivery of a range Business & Management courses including:
 - Strategic Management & Leadership
 - Risk Management & Ethics

- Outstanding teaching skills and ability to build and motivate a team of tutor/assessor within the centre
- Understanding importance and the reasons of student satisfaction
- DBS on the update system

Desirable:

- An awareness of issues in marketing educational services in an international context

- Knowledge of working in a University and/or International administration environment
- Working towards or holders of any of the following qualifications:
 - DBA
 - PhD
 - Level 8 Vocational Diploma in Strategic Management & Leadership
- · Use of Online Learning Resources.

Interviews will be held w/c 27th January 2020 and start date 27th February 2020.

If you are interested and available, please apply now, ensuring your cv is fully up to date. All applications will be reviewed, however if you do not hear back, on this occasion you will have been unsuccessful.

Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- proof of identity and (where applicable) qualifications will be required;
- appropriate suitability checks will be required prior to confirmation of appointment.

Look forward to hearing from you!