



### **JOB SPECIFICATION**

Department: Vocational Education, Enterprise & Innovation  
Job Title: Principal Lecturer & Director of Studies (DoS)  
Reference: LCTD/DoS/22/1  
Date posted: Monday 8<sup>th</sup> November 2021.  
Salary: £43,925  
Employment Status: Full Time (Mon- Friday) (10am – 5pm)  
Start Date: Monday 10<sup>th</sup> January 2022  
Reporting to: Centre Manager (Pauline Habiba Sowemimo)

### **ABOUT LCTD**

LCTD's mission is to remain a highly reputable education provider that creates opportunities, success and futures for everyone. We provide students with the opportunity to progress with their career aspirations. LCTD prides itself as a leading training provider who does everything 'exceptionally' to ensure our staff, assessors, and learners achieve their full potential.

Since March 2016, LCTD provides relevant, accredited and professionally recognized adult qualifications. The London Centre for Training & Development (LCTD) is accredited by Accreditation Service for International Schools, Colleges and Universities. ASIC is an independent body providing accreditation services for independent, further and higher education colleges.

Awarding Bodies, licensed by Ofqual, accredit the courses offered by LCTD. These courses are available from RQF level 2-8. As an ASIC recognized training provider, all our qualifications are open to the UK and international students.

LCTD is currently in a transition phase towards the actualization of a contemporary and vibrant rebranding that reflects the success and aspiration of our "Greenwood Committee IHE Project 2024."

### **LCTD INSTITUTIONAL & EDUCATIONAL PARTNER**

London Centre for Training & Development (LCTD) is:

- Fully accredited by Accreditation Service for International Schools, Colleges and Universities (ASIC),
- A Further Education member of UKCISA.
- An accredited agent of:
  - University of Northampton, London.
  - Anglia Ruskin University, London.
  - British School of Marketing International (A registered Student Sponsor Student College).
  - London Graduate School (An Academic Partner to the University of Chichester).
- A member of the National Network for the Education of Care Leavers (NNECL). LCTD membership of NNECL signifies our commitment to the care-experienced agenda. Care leavers are a priority target of the LCTD strategic mandate.
- A member of the South East London Chamber of Commerce. We are proud to align with the vision of the South East London Chamber of commerce that ensures "South East London continues to thrive as a prosperous and connected community.
- Recognized by Awarding Bodies, licensed by Ofqual including- OTHM, HIGHFIELD QUALIFICATIONS, QN UK.

## **LCTD STRUCTURE, MANAGEMENT & OPERATIONS**

The senior management team currently leads our four established centres and the enterprise and innovation units. LCTD established centres and units includes:

- Centre for Accounting & Business Professionals (CABP).
- Centre for Health Care Professionals (CHCP)
- Centre for Education and Training (CETP)
- Centre for Security & Defence (CSD)
- Enterprise and Innovation

The Centre Manager, supported by the senior management team (including the Director of Studies, Heads of Centre, International Regional Manager), is responsible for the smooth operation of LCTD. The core objectives of the senior management team are to deliver on LCTD.

- Foundation courses,
- Professional courses,
- University pathways programmes,
- Enterprise and Innovations projects.

The assessment, teaching and administration activities are carried out at the South-East London location. LCTD adopts an International students' recruitment strategy.

### **ABOUT THE JOB**

#### **PURPOSE:**

The post will be held by a candidate with a sustained track record within their discipline who can contribute to teaching, learning, assessment, enterprise and innovation.

The Successful Candidate will provide academic and administrative leadership over a subject area or range of the Centre's programmes. They will significantly benefit learners, the four centres, the College, and the wider community.

The Candidate will contribute to the development and management of the Centre and have full involvement in the entire centre activities, including overseeing the quality assurance systems of the Centre.

The Candidate will contribute to the wider mission of the Centre and shall be expected to deputize the Centre Manager, managing the affairs of divisional heads, Associates and the other member of staff, including candidates on the DWP Kickstart Grants, Apprentices and Internship candidate.

#### **KEY RESPONSIBILITIES:**

The responsibilities of a Principal Lecturer & Director of Studies are wide-ranging and may change over time according to the development needs of the Centre. In general, a Principal Lecturer & Director of Studies can expect to undertake any of the following:

#### **Teaching, Assessment & Quality Assurance:**

To engage in teaching, assessment, and quality assurance of vocational and professional programmes deliver at LCTD. The range of teaching duties may change from time to time.

Lead on the design and development of an executive master programme, endorsed qualification, short courses, research and professional interaction- including seminar, workshop, and conferences

in collaboration with awarding bodies, professional membership organization, research and academic partners.

Lead a subject area or range of programmes and resolve problems affecting the quality of course delivery and student progress within own areas of responsibility.

### **Liaising & Networking**

Liaise with and develop internal networks, for example, by chairing and participating in LCTD:

- Enterprise & Innovation committees,
- Greenwood Committee IHE Project 2024.

Lead, develop and initiate external networks, professional, national or international bodies such as Independent HE Network, Research Councils, Funding Agency, Professional Bodies, and high-level advisory groups.

Interact and collaborate with reputable local institutions and faculties, external institutions, and bodies on establishing joint research projects to enhance the quality of teaching and learning or other academic endeavours.

### **Team Working**

- Work as a member of the LCTD senior management team to contribute to the development and management of the Centre.
- Provide academic leadership within the Centre over a vocational and professional subject area, a range of courses or programmes, an area of research or significant educational endeavour. Oversee the activities of the enterprise and innovation units.
- Contribute significantly to the development and running of the Centre by taking on appropriate co-ordinating or leadership roles.
- Supervise or line manage other staff as appropriate
- Act as mentor or appraiser to designated colleagues, advising on personal development and ensuring that they meet the required standards.

### **Learner's Support**

- Act as Tutor/Assessor to Learners as allocated by the lead IQA and act as first-line contact for them for advice and support on progression, ensuring that Learners are directed to relevant support services when necessary.
- Supervise research tasks for qualifications at RQF Level 5 and above where appropriate
- Supervise learners projects work and placements where appropriate

### **Others**

- Contribute to the broader mission and reputation of LCTD
- Engage in appropriate training programmes in the Centre
- Actively follow and promote LCTD policies.
- Participate in the staff appraisal scheme

- Act as the Secretary to LCTD “Greenwood Committee IHE Project 2024”
- This post will involve increasing levels of international engagement with students and academic and partner organizations. This is expected to include arranging visits and international partnership-building activities.

### **Research, Enterprise & Innovation**

- Make a significant contribution to the research initiatives of the Centre and pursue a personal research programme consistent with the Centre's research priorities.
- Provide leadership in research within the enterprise and Innovation units and collaborate in research activities and initiatives with colleagues in and beyond the Centre.
- Secure grant funding to support research projects and manage resulting projects
- Sustain professional recognition by significant contribution to debates on national and international issues and by sustaining a track record of research disseminated in peer-reviewed outlets
- Engagement with professional practice, local and international research Institute, industry and external stakeholders.
- Led enterprise income generation through providing local business support services, business mentoring and start-up and innovative project.

## JOB REQUIREMENTS

### LONDON CENTRE FOR TRAINING & DEVELOPMENT PERSON SPECIFICATION

<b>JOB TITLE</b>	Principal Lecturer & Director of Studies	<b>JOB NUMBER</b>	LCTD/DOS/22/1
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<b>Selection Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>Where Evidenced Application (A) Interview (I) Presentation (P) References (R)</b>
<b>Qualifications:</b>		
Honors degree or equivalent	<b>E</b>	<b>A</b>
Master degree	<b>E</b>	<b>A</b>
Teaching qualification (E&T, TAQA qualification)	<b>D</b>	<b>A</b>
<b>Experience:</b>		
Teaching in Further Education	<b>E</b>	<b>A/I</b>
Curriculum development	<b>E</b>	<b>A/I</b>
Interdisciplinary work relevant to the Department	<b>D</b>	<b>A/I</b>
Research supervision	<b>D</b>	<b>A/I</b>
Research interest in a relevant area of work	<b>E</b>	<b>A/I</b>
<b>Skills and Knowledge:</b>		
Evidence of continuing professional development	<b>E</b>	<b>A/I</b>
Strong depth and breadth of subject understanding	<b>E</b>	<b>I</b>
Knowledge of Further Education	<b>E</b>	<b>A/I</b>
Ability to teach and assess across the range of RQF or vocational qualifications	<b>E</b>	<b>A/I</b>
Ability to contribute to curriculum development, OTLA	<b>E</b>	<b>A/I</b>
Ability to support learners in their study through academic counselling	<b>E</b>	<b>A/I</b>
Ability to supervise research students	<b>E</b>	<b>A/I</b>
Strong leadership skills	<b>E</b>	<b>A/I</b>
Excellent written and verbal communication skills	<b>E</b>	<b>A/I</b>
Good organizational and time management skills	<b>E</b>	<b>A/I</b>
<b>Professionalism, Competencies and Personal Attributes:</b>		
Team worker with good interpersonal skills, able to motivate others	<b>E</b>	<b>I</b>
Ability to work independently and make sound decisions	<b>E</b>	<b>I</b>
Flexibility and adaptability	<b>E</b>	<b>I</b>
Commitment to the subject area and the drive to improve	<b>E</b>	<b>I</b>
Membership of relevant professional membership organizations, education networking and standard setting bodies.	<b>E</b>	<b>A/I</b>

**Essential Requirements** are those without which a candidate would not do the job. **Desirable Requirements** would be helpful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

## **NOTES TO APPLICANTS**

You must submit the attached application form, a CV, and a cover letter for this role. Please address all sections of the job description, providing evidence about each element of the selection criteria where applicable. Your application will be considered based on what is supplied by you on the application form, CV and cover letter, and subsequent interview.

## **EQUAL OPPORTUNITIES POLICY STATEMENT**

LCTD is committed to equal opportunity, both as an employer and as a responsible, independent training provider.

LCTD will promote good relations among its staff and learners and create conditions that contribute to its members' full development and potential.

## **NO SMOKING POLICY**

Applicants will note that LCTD has a no smoking policy, which means that smoking will not be permitted anywhere in the Centre buildings.

## APPLICATION FORM

Position

Name

Email

Nationality

Phone

National Insurance Number

Full Address:  
Address Line 1.

List of Relevant Qualifications (Please also attach your CV)

Send this application to [pauline@lctd.co.uk](mailto:pauline@lctd.co.uk).