

Job Description

Job Title	Director of Learning & Teaching
Salary Scale	Spot Salary
Responsible To	Principal/ CEO
Responsible For	HE Quality Team, Technology Enhanced Learning
Number in Post	1
Date Drafted	March 2026

Job Purpose

The Director of Learning & Teaching is a senior member of the Executive Leadership Team (ELT), with responsibility for ensuring regulatory compliance and leading the delivery of learning, teaching, assessment, and the student experience across the institution. The postholder will ensure the continued quality, relevance, and sustainability of the programme portfolio, embedding equity and inclusion, enhancing employability, and supporting the recent acquisition and maintenance of the institution's Degree Awarding Powers.

The Director of Learning & Teaching will have oversight for:

- Ensuring that the HE programme portfolio remains connected to our ethos, strategically relevant, retain financial and market viability and achieve realisation of our vision; *To be recognised as a world leading centre of excellence for creative learning and vocational training within the performing arts and creative industries.*
- Embed, monitor and review the Education Strategy in line with the objectives of the Strategic Plan.
- In collaboration with senior colleagues provide leadership and oversight of the curriculum, learning, teaching, and student journey to deliver excellence in vocational training, student experience and graduate employability.

- Ensure as part of the institution's newly acquired New Degree Awarding Powers, the development of a cohesive creative learning environment focussing upon excellence in learning and teaching and the development of an innovative curriculum.
- Develop the provision of conservatoire standard undergraduate, postgraduate taught and research programmes aligned to the institution's purpose, strategic goals and curriculum objectives.
- Embedding equity and inclusion into the learning environment, curriculum and teaching practices and promote equality of opportunity.
- Overseeing the quality of provision of HE programmes and the student experience.
- Promote a culture of continuous professional development for staff with opportunities for recognition through accreditation, qualification and profile enhancement.
- Facilitating the identification and dissemination amongst staff of good practice, collaborative opportunities and pedagogic innovation.

Provide leadership in promoting pedagogic scholarship and innovation for institutional submissions for the Teaching Excellence Framework (TEF), Knowledge Exchange Framework (KEF), Research Excellence Framework (REF), and Specialist Institution Funding (SIF).

Major Tasks

1. Leadership and Strategic Implementation.
2. Resource Management, HR and Administration.
3. Learning, Teaching and Curriculum Development.
4. Student Experience and Staff Development.

Job Activities

Major Task 1: Leadership and Strategic Implementation

1. To ensure, working in collaboration with the Principal, Directors of School, Director of Students, Director of Marketing and Student Recruitment and the Chief Operating Officer that the institution offers competitive, distinctive, and innovative portfolio of programmes, modes of delivery, and learning, at all levels.
2. Contribute to the institution's strategic aim of implementing new degree awarding powers.

3. Proactively review and develop continual improvement of the Learning, Teaching and Assessment Strategy, programme portfolio and curriculum developments with ELT and advise on changes when appropriate.
4. Ensure compliance with Office for Students conditions of registration and Degree Awarding Powers requirements.
5. Chair institutional committees including the Learning, Teaching & Quality Committee, Programme Approval and Review Panels, and the Board of Examiners.
6. Lead the strategic development of undergraduate, postgraduate, and research programmes that are practice-intensive and industry-focused.
7. As a member of ELT actively champion innovation and improvement within the institution in accordance with LIPA's strategic priorities and objectives.
8. Ensure policies and practices in learning, teaching, and assessment are inclusive, rigorous and evidence based.
9. Enhance the student experience through effective academic support, inclusive teaching, and collaborative student voice mechanisms.
10. Promote employability and entrepreneurship, embedding professional practice and industry engagement across programmes.

Major Task 2: Resource Management, Learning and Development

1. Exercise budgetary control in consultation with the Chief Operating Officer.
2. Prudently manage the resources within budget guidelines and provide prompt, thorough and accurate information to ELT, Finance and HR as required.
3. Ensure the effective administration and coordination of institutional related teaching and learning matters, including supporting the timetabling process, season planning, annual programme monitoring and review, programme life cycle, and curriculum review.
4. In liaison with the Head of HR, Culture and Transformation support implementation of Learning and Development policies and procedures.
5. Where applicable, ensure performance appraisals are undertaken in a timely manner meeting deadlines set.
6. Ensure that teaching observations are undertaken for teaching staff and Visiting Professionals/ Lecturers/Teaching Fellows in a timely manner.

Major Task 3: Learning, Teaching and Curriculum Development

1. In collaboration with the ELT contribute to the continuous development of the Learning, Teaching, and Assessment Strategy.
2. In liaison with the ELT, contribute to the creation and implementation of a supportive, innovative, and student-centred learning and teaching environment.
3. Support and coordinate the development and validation of new programmes (Cert HE, BA, MA, MFA and PhD).
4. Ensure that learning and teaching related activities are allocated fairly and consistently.
5. Develop and implement EDI and Sustainability initiatives and resources within the curriculum to ensure they align with the institutional Equity and Environment Plan.
6. Oversee engagement with Peer Review/Teaching Observation Scheme.
7. In liaison with Directors of School, Heads of Department and Programme Leaders, support activities in relation to student recruitment and external partnerships.
8. Undertake responsibility for overseeing the implementation of a respectful and safe learning and working environment.
9. Contribute to and serve as appropriate on internal committees, working groups and advisory groups.
10. Act as an ambassador for the institution within the higher education sector and the creative industries.
11. Undertake additional appropriate duties as may be required.

Major Task 4: Student Experience and Staff Development

1. Support the Director of Marketing and Student Recruitment and Director of Students to ensure the institution proactively and successfully attracts the highest quality students nationally and internationally to all programmes, ensuring that recruitment targets are achieved or exceeded, and institutional admissions processes are complied with.
2. Promote an inclusive culture through sustained engagement with the development and diversification of the curriculum and creative learning environment.
3. Contribute to the institution's Student Recruitment Strategy and Access and Participation Plan.

4. Provide effective developmental opportunities and mentoring support for career progression to colleagues and chair the staff learning and development group.
5. Support the recruitment and retention of appropriately qualified teachers and creative artists that are renowned in their field to ensure that the institution maintains its reputation both within the sector and in the creative industries as a specialist provider for professional vocational training.

Other Duties

1. Work flexibly including contributing to work projects of a general nature and providing cover for other staff.
2. Participate in staff appraisals and training programmes as required.
3. Carry out duties at all times with due regard to all out policies as agreed and revised from time to time.

Notes:

The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside this description will only be made after consultation with the object of reaching agreement, with the person concerned, and will be recorded on the individual's job description.

Location:

The job is initially located on our main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within their competence, such jobs being in their present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

Hours:

37.5 hrs per week, Monday – Friday, although there may be situations whereby the postholder will need to put in the hours to ensure that e.g., agreed project / work deadlines are met.

Person Specification – Director of Learning & Teaching

		To be identified by:
Education and Qualifications:		
PhD in education related area.	Desirable	Application Form / Qualification Certificates
Postgraduate qualification(s) in education related area(s).	Essential	Application Form / Qualification Certificates
Undergraduate degree in a performing arts related subject.	Essential	Application Form / Qualification Certificates
Principal or Senior Fellowship of the Higher Education Academy	Desirable	Application Form / Qualification Certificates
Experience:		
Proven experience of leadership and teaching in a conservatoire, specialist provider, vocational training and creative learning environment.	Essential	Application Form / Interview
Evidence of a track record of providing strategic pedagogic development of a cross-institutional practice intensive vocational focussed portfolio.	Essential	Application Form / Interview
Ability to lead, develop and manage teaching and professional services colleagues, with a proven track record of managing complex projects and engaging colleagues and relevant stakeholders.	Essential	Application Form / Interview
Professional experience in relation to creative and performing arts education, in particular at least one of the following: musical theatre, acting, actor-musicianship, singing, dance / choreography, directing, contemporary music and creative technologies.	Essential	Application Form / Interview
Experience of interdisciplinary, collaborative working in a performing arts higher education learning environment.	Essential	Application Form / Interview

Experience of curriculum development, design, and delivery of conservatoire practice intensive, industry focussed degree programmes at undergraduate and postgraduate levels.	Essential	Application Form / Interview
Experience of liaising with external accreditation and representative organisations.	Essential	Application Form / Interview
Successful primary supervision of PhD candidates through to completion.	Desirable	Application Form / Interview
Skills and Ability:		
Ability to plan, monitor and review courses and projects.	Essential	Application Form / Interview
Ability to lead a team.	Essential	Application Form / Interview
Ability to teach up to postgraduate level and within multi-disciplinary contexts.	Essential	Application Form / Interview
Strong leadership and interpersonal skills.	Essential	Application Form / Presentation / Interview
Strong communication (written and verbal) skills to produce clear reports for internal and external consumption.	Essential	Application Form / Presentation / Interview
Organisational and administrative skills.	Essential	Application Form / Interview
Collaborative and innovative approach to teaching.	Essential	Application Form / Interview
Ability to work to deadlines.	Essential	Application Form / Interview
Competency in generic IT systems, e.g. Office 365.	Essential	Application Form / Interview
Expertise / Knowledge:		

Expertise and knowledge of current developments in higher education and professional 'conservatoire' style vocational training in the creative and performing arts.	Essential	Interview
Familiarity with the UK higher education landscape, pedagogic innovation, assessment strategies, and HE Quality and Standards assurance processes.	Essential	Interview
Knowledge of the latest developments in technology enhanced learning.	Desirable	Interview
Commitment:		
To the provision of a high level of service to students and staff.	Essential	Interview
To work with enthusiasm and flexibility.	Essential	Interview