

# LIPA

THE LIVERPOOL INSTITUTE  
FOR PERFORMING ARTS

## Job Description – Director of Education

<b>Job Title</b>	Director of Education
<b>Salary Scale</b>	Spot Salary
<b>Responsible To</b>	Principal / CEO
<b>Responsible For</b>	Chief Finance Officer Principal of LIPA Sixth Form College Head Teachers of The LIPA Primary and High School HE Quality Team
<b>Number in Post</b>	1
<b>Date Drafted</b>	June 2024

### Job Purpose

Reporting to the Principal/CEO as a member of the Executive Leadership Team and as the executive lead and accounting officer of the LIPA Multi Academy Trust, the Director of Education will be ultimately responsible for:

- Ensuring the success of the Multi Academy Trust through providing strategic cohesion and operational connectivity of the curriculum and student/pupil experience across the LIPA Learning Group.
- Supporting the Principal/CEO in ensuring that the HE programme portfolio remains strategically relevant and retains financial and market viability.
- In collaboration with the senior colleagues provide strategic leadership and oversight of the curriculum, teaching, learning and pupil/student journey.
- Ensuring as part of the institution's strategic aim of acquiring taught degree awarding powers, a comprehensive review of the curriculum framework and programme.
- Content focussing upon pedagogic and technological innovation of the HE portfolio.
- Develop the provision of Post-Graduate Taught and Research programmes and further develop and strengthen the approach to lifelong learning.
- Support and implement ED&I initiatives and resources within the curriculum to ensure it is aligned with the institutional ED&I Action Plan.
- Contribute to the facilitation and promotion of student and staff wellbeing.

- Promoting the development, innovation, and introduction of new programmes, including online programmes, short courses and CPD aligned to the institution’s purpose and strategic objectives.
- Overseeing the quality of provision of HE programmes and the student experience.

## Major Tasks

1. Leadership and strategic direction.
2. Finance, HR, and administration.
3. Teaching, learning and curriculum development.
4. Safeguarding.

## Job Activities

### Major Task 1: Leadership and Strategic Direction

1. To ensure working in collaboration with the Directors of School, Director of Students, Director of Marketing and Student Recruitment and the Chief Operating Officer that the institution offers a wide-ranging, distinctive, and innovative portfolio of programmes, modes of delivery, and learning, at all levels.
2. To work with the Board of Trustees and members, Central Staff, Local Governing Bodies, Headteachers and other senior staff to define and deliver the Trust’s vision, aims and objectives through inspirational and motivational leadership, clear strategic direction, demanding and measurable targets and supporting development plans.
3. Contribute to the institution’s strategic aim of acquiring taught degree awarding powers.
4. Proactively review strategy and curriculum developments with the ELT and advise on changes when appropriate.
5. Create and convey a clear vision and strategy for teaching and learning across the Learning Group.
6. As a member of ELT actively champion change within the Learning Group in accordance with LIPA’s strategy and aspirations.
7. Develop an appropriate line management structure for the effective leadership of the LIPA MAT.
8. Attract and retain teachers and creative artists that are renowned in their field to ensure that the institution has a strong reputation both within the HE sector and in the creative industries as a world leading specialist provider.
9. Provide effective developmental opportunities and mentoring support for career progression to colleagues within the Learning Group.
10. Promote the implementation of Equality, Diversity, and Inclusion (EDI) policies to ensure equality of opportunity for all.

11. Promote a culture of adherence to all institutional policies for all teams and individuals within the Learning Group.
12. To translate strategic aims into practical operational plans.
13. Agree objectives for self and School with the Principal / CEO.
14. Set clear objectives for staff teams.
15. Delegate effectively making the best use of the skills and resources available.
16. Welcome personal accountability and exercise responsibility to achieve results.
17. Be visible, approachable and a role model for LIPA values.
18. Act as an ambassador for the organisation at all times.
19. Work collaboratively with the Directors of other schools to enhance the provision of courses and cross Institute collaborations thereby optimising the use of resources for the enhancement of the student and staff experience.

### **Major Task 2: Finance, HR, and Administration**

1. Provide effective leadership, financial management, and support for the successful, collaborative, and efficient delivery of the curriculum across the Learning Group.
2. Exercise budgetary control in consultation with the Chief Operating Officer and Chief Finance Officer.
3. Prudently manage the resources within budget guidelines and provide prompt, thorough and accurate information to ELT, MAT Executive, Finance and HR as required.
4. Ensure the effective administration and coordination of institutional and school related teaching and learning matters, including supporting the timetabling process, season planning, annual programme monitoring and review, programme life cycle, curriculum review, student discipline, fitness to study, complaint resolution and academic appeals.
5. Works with the Head of HR, Culture and Transformation to ensure that all HR / Learning and Development policies and procedures including recruitment, sickness/holiday reporting and recording etc are followed to ensure legally compliance and best HR and EDI practice.
6. Ensure performance appraisals are undertaken in a timely manner meeting deadlines set.
7. Ensure that teaching observations are undertaken for staff and Visiting Professionals / Assistant Lecturers / Teaching Fellows in a timely manner in accordance with timeframes set.

### **Major Task 3: Teaching, Learning and Development**

1. In collaboration with the Principal/CEO, ELT and Heads of School and Principal, contribute to the development of a Teaching and Learning Strategy for the Learning Group.
2. In liaison with the Director of Students, be responsible for the creation and implementation of a supportive, innovative, and student-centred teaching and learning environment.
3. Ensure that teaching and learning related activities are allocated fairly and consistently across the Learning Group.

4. Manage and oversee teaching on all levels within the subject area curricula as defined by annual workload planning.
5. Develop and implement EDI initiatives and resources within the curriculum to ensure it is aligned with the institutional EDI Action Plan.
6. In liaison with colleagues, provide learning direction and support for programmes and ensure the pastoral care and wellbeing of pupils/students across the Learning Group.
7. In liaison with Heads of Department and Programme Leaders, coordinate 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 education sector and the creative industries.
11. Undertake additional appropriate duties as may be required by the Principal / CEO.

#### **Major Task 4: Student Recruitment**

1. Support the Director of Marketing and Student Recruitment and Director of Students to ensure the Institute 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. Contribute to web presence, communications, and social media strategy.

#### **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 Data Protection / confidentiality, Equal Opportunities, EDI, Health and Safety and other 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:**

Usually 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.



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**Person Specification – Director of Education**

Criteria	Importance	To be identified by:
<b>Education and Qualifications:</b>		
PhD in education related area.	Essential	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
Qualified Teacher Status.	Essential	Application Form / Qualification Certificates
Principal or Senior Fellowship of the Higher Education Academy and/or National Teaching Fellow.	Essential	Application Form / Qualification Certificates
Professorial standing.	Desirable	Application Form / Qualification Certificates
<b>Experience:</b>		
Experience of teaching at various levels across education.	Essential	Application Form / Interview
Evidence of a track record of providing strategic and visionary direction in the development of a cross-institutional 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 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, music.	Essential	Application Form / Interview

Leadership experience in a Higher Education setting.	Essential	Application Form / Interview
Experience of interdisciplinary, collaborative working in a performing arts and/or Higher Education setting.	Essential	Application Form / Interview
Experience of curriculum design and delivery.	Essential	Application Form / Interview
Experience of liaising with external organisations / partners.	Desirable	Application Form / Interview
Successful primary supervision of PhD candidates through to completion.	Essential	Application Form / Interview
<b>Skills and Ability:</b>		
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 in order to produce clear reports for internal and external consumption.	Essential	Application Form / Presentation / Interview
Organisational and administrative skills.	Essential	Application Form / Interview
Flexible 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
<b>Expertise / Knowledge:</b>		
Knowledge of current developments in vocational, graduate, and postgraduate training in the performing arts.	Essential	Interview
Familiarity with the UK education landscape, pedagogy, assessment strategies, and quality assurance procedures.	Essential	Interview

Knowledge of the latest developments in technology enhanced learning.	Desirable	Interview
<b>Commitment:</b>		
To LIPA's Equality, Diversity and Inclusion policies and practice.	Essential	Interview
To the provision of a high level of service to the customers of the Institute.	Essential	Interview
To work with enthusiasm and flexibility.	Essential	Interview