



UNIVERSITY OF
LINCOLN

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Dean of the Lincoln Academy of Learning and Teaching (LALT) – Fixed Term (18-24 months) FTE Negotiable				
DEPARTMENT	Lincoln Academy of Learning and Teaching				
LOCATION	Brayford Campus				
JOB NUMBER	LALT0012	GRADE	10	DATE	September 2020
REPORTS TO	Deputy Vice Chancellor (Student Development and Engagement)				

CONTEXT

The Dean of the Lincoln Academy for Learning and Teaching is a key role supporting and inspiring innovation in learning and teaching in the University. The Dean will be elected from the academic body and, following interview, can hold the position as a full-time secondment for up to 18-24 months (negotiable with the Head of School). The Dean will oversee a number of academic projects through LALT during their tenure and support existing academic development through the staff-facing Degree Apprenticeship (APA) and HEA Recognition programmes.

The Dean will need a clear understanding of the external and internal landscape of learning and teaching and the analytical clarity to translate this into requirements and actions for Lincoln. The Dean will need the leadership skills to encourage staff engagement within the LALT community (all staff who teach) at Lincoln. They will need to be enthusiastic, resilient, practical and impactful. The role is open to staff at all stages of their career, and is primarily aimed at staff with significant teaching experience and pedagogical knowledge. During their time as Dean, they will have the opportunity to visit other institutions to foster relationships and harness good practice to support on-going teaching enhancement at Lincoln and share ours with others.

The position is flexible and available as a full time secondment at Grade 10. Administrative project support for the Dean will be provided through the LALT Engagement Team. Mentoring in the role will be available by negotiation with the successful candidate.

This internal position is open to all contracted academic employees at the University of Lincoln and provides a unique opportunity for staff considering furthering their academic career paths through teaching excellence. Applications are encouraged from any member of academic staff at any grade who feels they fulfill the job description outlined.

The selection process for this position will be as follows with dates to be communicated as part of the election process:

- All applicants will provide a manifesto and short video outlining their suitability for the role. These will be shared electronically with the whole teaching community at Lincoln (LALT Community) via online means at a set date.
- The LALT community will vote for which applicant they feel best represents their interests as teachers. This will be conducted in accordance with Academic Board election processes.
- Each applicant who meets the vote threshold (75 votes) will be invited to a formal interview with a panel consisting of academic leaders and students. After the interview process, the Dean will be selected.
- Before the formal interview, selected applicants will also have the opportunity to meet Academic Board to share their vision.
- Academic Board will announce the results the process in accordance with existing Academic Board policy.

JOB PURPOSE

The Lincoln Academy of Learning and Teaching is a supported and enabling space to allow staff to work together and share good practice around learning and teaching.

The Dean will work with LALT project experts, the College Directors of Education and the DVC Student Development and Engagement to enhance teaching practice across the institution. They will have strategic input into the pedagogy of the University and license to share practice across all disciplines.

The successful candidate will be expected to represent the interests of the academic community, consult widely and communicate effectively. The Dean will be expected to create new projects to support teaching at Lincoln by harnessing good practice within and outside the institution (this can be done digitally).

The Dean will also participate and contribute on Academic Board as a full member during their tenure and will act in a leadership role for teaching and learning.

The Dean will work closely with the DVC Student Development and Engagement on a number of projects designed to support the teaching infrastructure at Lincoln.

The Dean will not be expected to lead on projects currently managed by the LALT Engagement Team, but will act as consultant.

KEY RESPONSIBILITIES

Programme Management and Project Support

- Facilitate, develop, lead and evaluate innovations in teaching activities by harnessing good practice within the sector.
- Lead consultation on the design and development of new or existing teaching practices, advising on ways to enhance the quality of teaching, resources and enrich the student experience.
- Train, develop and implement staff development activities to support academics across the University.
- Engage in teaching activities and initiatives such as events and conferences for teaching and learning nationally and internationally (this can be done digitally).
- Set out a clear strategy for external capture of good practice and sharing of practice for the duration of the Deanship.
- Deliver an innovation project in teaching practice and evaluate its success in pilot form within the University and potentially share externally.
- Support the APA Programme Leader by delivering guest lectures and assessment support.
- Actively support and promote the University's commitment to Student Engagement.
- Be an active and senior presence in the HEAR scheme. To support the assessment process where possible, particularly at D1/D2/D3 (training can be provided).

Liaison and Networking

- A key element of this role is in influencing and communicating the purpose and opportunities of LALT to the wider academic community and sector and reporting back to the DVC Student Development and Engagement and the Directors of Education in the Colleges.
- Work with the LALT Academy Board, report on progress to Academic Board, Teaching Excellence Graduate Success Committee, Education and Student Life Committee and make College/School presentations as required.
- Promote the reputation of the University within the wider higher education community.
- Liaise with and develop internal networks, ensuring the teaching community at Lincoln is supportive and dynamic.
- Work closely with the Lincoln Higher Education Research Institute to ensure appropriate development of evaluative skills and synergy of strategic plans.
- Monitor external funding opportunities and assist the University in securing external funding where appropriate.
- Interact and collaborate with Schools and Colleges and external institutions and bodies on the establishment of joint projects to enhance the quality of teaching and learning.

Team Working
<ul style="list-style-type: none"> • Provide academic leadership to the LALT Community. • Act as mentor or appraiser to designated colleagues, advising on personal development and ensuring that they are meeting the standards required.
Other Responsibilities
<ul style="list-style-type: none"> • Contribute to the wider mission and reputation of the University. • Engage in appropriate training programmes in the University. • Provide mentorship and develop a formal induction process for their successor. <p>In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the position.</p>



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UNIVERSITY OF LINCOLN PERSON SPECIFICATION

JOB TITLE	Dean of the Lincoln Academy of Learning and Teaching	JOB NUMBER	LALT0012
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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
PhD or equivalent	E	I
Hold HEA D3 or above.	E	I
Hold or be willing to work toward Principal Fellowship of the HEA or National Teaching Fellow.	D	I
Experience:		
Experience of working in Higher Education at the University of Lincoln.	E	A
A proven ability to innovate in teaching and learning practice.	E	A
Experience of delivering good practice in teaching and learning, both internally and externally.	E	A
Familiar with the teaching and learning landscape across the University.	D	A
Working in HE teaching and learning enhancement.	E	A
Experience of delivering teaching and learning projects with multiple stakeholders and using evaluation techniques to measure their success.	E	A
Experience of leading a team delivering a wide range of projects with competing timescales and agendas.	D	A
Skills and Knowledge:		
Excellent communications skills, both written and oral.	E	A
Excellent presentation skills.	E	I
A thorough understanding of the teaching and learning environment in an HE context.	E	A
Ability to produce a project plan with milestones and clear outcomes.	E	A
Excellent team working and networking skills, particularly with multiple stakeholders.	E	A
Competencies and Personal Attributes:		
Highly motivated professional.	E	A
Self-motivated and a proactive problem solver.	E	A
Attention to detail in both oral and written communications.	E	A
Ability to exercise discretion in dealing with confidential or sensitive matters.	E	I
Business Requirements:		
Ability to travel between campuses.	D	A

Be able to work occasionally outside of normal University business hours.	D	R
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Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	DP	HRBA	
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