



## UK COLLEGE OF BUSINESS AND COMPUTING

<b>Job Title:</b>	Academic Dean (Dubai Campus)
<b>Salary:</b>	Competitive
<b>Hours:</b>	Full-time, 40 hours per week (Sunday – Thursday)
<b>Campus:</b>	Dubai International Academic City
<b>Job type:</b>	Permanent

UK College of Business and Computing (UKCBC) is a rapidly growing independent educational institution with 6 campuses in London and one recently opened in Dubai in July 2018. UKCBC aims to provide the opportunity to further academic qualifications for those with passion for higher education. The institution is striving to create proactive working environment, develop their employees and support them on every step leading to career progression.

We have a fantastic opportunity for an Academic Dean to join our growing College in UKCBC - Dubai Campus. The Academic Dean will be responsible for leading an effective and qualitative delivery of various programmes delivered in the assigned campus. The basic expectation of the role is a combination of strong academic leadership, development of quality assurance processes, continuous enhancement of student experience and being a positive ambassador for the College both internally and externally.

### **Duties and Responsibilities:**

- Lead all aspects of the academic department in close coordination with colleagues both in the Dubai and the UK.
- Act as line manager to the Academic Manager (Dubai Campus), adopting a supportive and developmental approach, to ensure all associated duties are carried out to the required standard.
- Act as line manager to lecturers to ensure staff are supported and challenged to undertake their duties to the required standard.

- Review and develop the curriculum offer to ensure UKCBC offers a competitive and relevant academic offer to its students.
- Develop the academic team to ensure standards in teaching, learning and assessment are consistently high.
- Use performance data/metrics to ensure student attendance, retention, success and progression is of a high standard.
- Devise strategies aimed at achieving high levels of student attendance, punctuality, retention, success and progression.
- Undertake teaching responsibilities if required by the line manager.
- Communicate regularly with students to identify areas of good practice and areas requiring improvement and take actions to share good practice and resolve any areas of concern.
- Develop the quality of academic support provision through course advisors and academic development classes.
- Oversee the assessment and internal verification process in compliance with awarding body and regulatory requirements.
- Attend and chair various committee meetings and provide information and reports relating to the campus.
- Ensure the academic team manage academic records and documentation for the campus in accordance with awarding body and external regulatory requirements.
- Oversee all academic requirements for supporting the College in achieving strict compliance with regulations and standards as prescribed by associated awarding organisations and other external quality assurance and regulatory bodies.
- Act as an ambassador for the College both internally and externally when required.
- Support the College in its strategic aims and developments by working with external partners and networks in a positive and professional manner.

**Essential qualifications and experience:**

- Post-graduate degree in a relevant subject, preferably from a UK University.
- Excellent understanding of the management and delivery of Pearson BTEC and ACCA qualifications.
- Experience of successful academic leadership.
- Experience communicating with and working in accordance to relevant regulatory bodies.
- Experience of successful academic team development.
- Experience of curriculum development.
- Minimum three years successful experience of teaching in UAE and/or UK.

**Desirable qualifications:**

- Teaching qualification or Fellow of the Higher Education Academy.
- PhD in a relevant subject or working towards completion.
- Experience teaching and managing at foundation, undergraduate and postgraduate level.

- Experience as a Lead Internal Verifier, preferably on Pearson BTEC qualifications.
- Assessor and/or Internal Verifier qualifications as approved by Ofqual.
- Membership of relevant professional bodies.

**Personal Attributes:**

- Strong leadership skills with an ability to inspire others.
- Ability to engage with external stakeholders to support the strategic aims and developments of the College.
- Strong passion to develop the students, campus, and brand of the College.
- Enthusiasm for teaching and learning.
- Strong attention to detail.
- Excellent communication skills.
- Result orientation.