

LFA Job Specification

Job Title:	Programme Manager
Department:	Courses
Name of Post Holder:	
Post reports to:	Head of Education & Experience
Location:	LFA Headquarters, Walham Grove, Fulham SW6

The scope of this role profile is, simply, a guide to critical elements of the job which reflects the current needs of LFA, with scope to grow the role, based on LFA's future, changing business requirements. It is not a fully inclusive list of duties or tasks. You are expected to work flexibly, and to undertake what is required to successfully carry out the job. The role profile will be reviewed when required, in consultation and collaboration with the Joint Principals.

Purpose

The Programme Manager plays a leading role in the management and coordination of all LFA courses, ensuring the smooth operation and continuous improvement of the short courses, and undergraduate and postgraduate programmes. This includes taking responsibility for academic management, curriculum development and delivery, resource management, assessment management, student performance and registry, quality assurance, regulatory structure and liaising with our validating partner, and accredited reporting and compliance. The Programme Manager works in consultation with the Head of Education and alongside the Production and Welfare teams to provide students with a holistic LFA experience, whilst working closely with Academic Tutors and Coordinators to contribute to the development of aspiring filmmakers and help shape their educational journey.

Key Accountabilities

- Academic Curriculum Development, Delivery and Resource Management
- Programme and Course Innovation, Review and Reporting
- Academic Management and Support
- Academic Quality Assurance and Standards Management
- Assessment Management, Moderation and Student Performance
- Academic Registry, Reporting, Compliance
- Culture and Change Management

Academic Curriculum Development, Delivery and Resource Management

- Collaborate with wider LFA team, tutors and industry professionals to design, develop, and update the curriculum and implementation plans for all programmes, incorporating industry trends and best practices.
- Oversee the management of all aspects of the short courses, postgraduate and undergraduate programmes, ensuring alignment with LFA's vision, mission, and educational standards.
- Managing and monitoring the activities of tutors, including annual workloads, teaching allocations, contractual matters, teaching quality, and timetabling, to ensure the effective



delivery of courses, addressing any issues or concerns that may arise in a timely manner.

- Identify, allocate, manage and optimise resources, including tutors, course coordinators, facilities, teaching and learning materials, resources and equipment to support the smooth operational running of programmes and courses and ensure consistency in day-to-day service delivery and the student experience across the academic cycle.
- Collaborate with Head of Education in the recruitment and assigning of approved tutors and course coordinators to deliver and support taught modules, taking an active role in induction, monitoring probationary progress, conducting team appraisals, participating in exit interviews, involvement in all performance management practices.
- Provide leadership and guidance to tutors and coordinators working within the department to facilitate the formation of a strong team, committed to improving the students' learning experiences.

Programme and Course Innovation, Review and Reporting

- Collaborate with all relevant stakeholders, when new programmes and courses are in development, advising on structure, design, content and resourcing by applying an up-to-date knowledge of emerging industry trends, new methods of delivery and assessment, support technology, and learning resources to support excellent pedagogic practice that meets/exceeds industry standards and represents the interests and needs of students.
- Liaise with relevant collaborators and to produce reflective semester and annual programme reports that objectively assess the strengths, weaknesses, threats and opportunities with a view to enhancing prospects for improvement.

Academic Management and Support

- Provide advice, guidance and support to students, including academic counselling, tutorial support, resolving issues, and promoting a positive learning environment.
- Active involvement in procedural development and operational adherence, including all safeguarding policies and procedures, health and safety practices, and codes of conduct, ensuring that compliance is firmly embedded in the learning environment promoting students' safety, security and well-being at all times.
- Active involvement in academic management procedures from Policy Framework including student discipline and academic misconduct, taking a lead role in when required.
- Work collaboratively with marketing, admissions and courses team in the recruitment, selection, programme induction and introduction ensuring students are set up for academic success.
- Manage and monitor appropriate work placement opportunities for students, in programmes and courses where placements are applicable.

Academic Quality Assurance and Standards Management

- Monitor and analyse feedback from LFA students, tutors, and external stakeholders to identify areas for improvement and implement changes to enhance the overall quality of the programmes and student learning experience.
- Monitoring, reviewing and developing module content, teaching and learning strategies assuring the maintenance of threshold academic standards and enhancing academic quality within the LFA.
- Assessing and monitoring the performance and teaching effectiveness of tutors delivering modules on the programmes and courses and the programme support delivered by coordinators.



Assessment Management, Moderation and Student Performance

- Manage, implement, and monitor assessment procedures and processes in accordance with the deadlines and appropriate to the conduct of the programme and course assessment boards.
- Liaising with external examiners and representatives of recognising and accrediting bodies to resolve academic issues raised regarding the effectiveness of the teaching and assessment strategy in programmes and courses delivered, in consultation with the Head of Education and relevant tutors and coordinators.
- Manage academic standards by setting assessments in collaboration with module leaders and tutors that relate to approved module descriptors and assignment briefs.
- Moderate assessment results within programmes and courses and prepare the presentation of student results for Course Assessment Boards.
- Oversee peer observation of LFA tutors to support personal development and improved performance, undertake tutorial responsibilities when required.
- Evaluate student progress and performance to ensure the effectiveness of the programmes, making necessary adjustments as required.

Academic Registry, Reporting & Compliance

- Ensure that the programmes adhere to relevant educational regulations, accreditation requirements, and industry standards.
- Leading validation and revalidation processes relating to the programmes and courses operating in accordance with the regulator for Higher Education in England, Office for Students.
- Ensure that tutors and course coordinators have performed all relevant academic registry tasks, in particular accurate recordkeeping, including attendance, student databases, and documentation, ensuring data confidentiality, security and compliance to the requirements of the Data Protection Act, General Data Protection Regulation (2018), and all relevant legislations and regulations.

Culture and Change Management

- Cross department collaboration that fosters effective communication, a “one” team spirit, positive morale and cohesiveness through the LFA.
- Form a strong organisational culture, so that the company values are displayed, and effectively communicate any initiatives and programmes that encourage delivery of the company’s values.
- Promote inspirational leadership by demonstrating the LFA’s values and champion a high-performance culture with a focus on successful outcomes.
- Implement and oversee the plan for diversity, equality, and inclusion that aligns with company values, business strategy and commitments, helping to ensure our identity as a people focused organisation is reflected in our ways of working.
- Support and implement change management mechanisms to engender positivity and empower all stakeholders to embrace company growth and development.
- Foster a departmental culture that encourages open and effective communications between staff and students.

Other

- Support and attend academic and course meetings as requested by the Head of Education, including preparing agendas, papers, taking minutes and ensuring action points are followed up.



- Participating in Committee Meetings, Learning and Teaching and Discussion Groups and Academic Events.
- Work with the Marketing and Admissions Team to ensure a smooth transitional process at the beginning and end of studies, with particular emphasis on promoting Alumni engagement.
- Oversee the organisation of student work exhibitions (where appropriate), active participation in extracurricular and engagement activities including, but not limited to, open houses, inductions, screenings, masterclasses and graduation ceremonies.

Essential

- Master's degree in a relevant field.
- Proven experience in programme and courses management in an educational setting.
- Experience in curriculum development, pedagogical principles, and assessment methods.
- Excellent organisational and project management skills, with the ability to handle multiple tasks and meet competing deadlines.
- Effective leadership and communication abilities, with the capacity to collaborate with diverse stakeholders.
- Passion for film and media education, with an understanding of the evolving industry landscape.
- Flexibility and adaptability to thrive in a dynamic and creative environment.
- Knowledge of MS Office or equivalent, including PowerPoint, Word, Outlook, SharePoint required.
- Experience in team management, proven experience of managing change, setting standards and developing high performing people with a development focus and proactive style.
- Experience of addressing student complaints and service setbacks in a professional and efficient manner.

Conditions of Employment:

- Salary Range: £40k - £50k per annum
- Hours of Work: 9:00am – 5:30pm, usually Monday – Friday, occasional weekend working may be required depending on company needs.
- Hybrid working will be considered.

