

# **FASHION RETAIL ACADEMY**

Job information pack

<b>Job description for:</b>	Lecturer Group Lead
<b>Level:</b>	Academic
<b>Accountable to:</b>	Programme Manager
<b>Key relationships:</b>	Group Leads / Programme Managers / Deputy Head of FE / Head of FE / Deputy Head of Curriculum Design/ Director of Delivery and Industry Relevance / Industry Development / Student Support Services / QA&E / Curriculum Support / Registry /Other professional support services
<b>Salary:</b>	Group Lead salary grade Subject to teaching qualifications and experience
<b>Hours:</b>	Full-Time (39 hours per week, Monday – Friday) or Part-Time Contracts Available Permanent or Fixed-Term Contracts Available

## About us

The Fashion Retail Academy (Ofsted outstanding) is a unique, industry led academy. Founded by retail giants, we offer a range of exclusive Fashion courses with unparalleled industry involvement to ensure our students gain the skills and contacts needed to successfully progress to employment.

Supported by and working closely with over 140 fashion brands from high street staples to digital giants and luxury brands, we offer a wide range of specialist fashion diploma, degree and short courses, many of these exclusive to the FRA with start dates throughout the year.

Our courses are developed with industry partners to provide our students with a combination of in-depth fashion retail knowledge and unrivalled hands-on practical industry experience (which include high quality occupationally relevant work placements, industry masterclasses from the leading figures in industry, live commercial projects and our industry preparation enrichment). Our graduates leave with a wide range of skills and experience guaranteeing them the fastest route into work.

This is a hugely exciting time to join the FRA; we are constantly expanding, both in student numbers and square foot! In addition to our main site on Gresse Street, we have recently acquired a new state of the art office on Newman Street, doubling up as a social space for our staff in the evening.

## About the role

The Group Lead will report to the Programme Manager and will be responsible for delivering the best imaginable teaching, learning and assessment experience for our students. They will have a multi-disciplinary and in-depth knowledge of best LTAF practices and contemporary industry knowledge to lead and develop successful and innovative pedagogy, with a focus on high standards and best possible student experience and outcome.

## Key accountabilities

- **Student Success:** To be accountable for the students in their groups and responsible for each student's best outcome and success.
- **LTAF:** To develop and deliver the highest standards in teaching, learning, assessment and feedback in line with operational strategy, quality requirements and industry relevance.
- **Course Content:** To continuously plan, research and develop new academically challenging and industry relevant course content and teaching materials, including online resources.
- **KPI Ownership:** To be accountable for the maintenance of accurate records and monitoring of student and course data to exceed forecasts set by the FRA.
- **QAE Compliance:** To be responsible for driving high standards of quality control and FRA and Examining body compliance.

## Key responsibilities

### 1. Student Success:

- To be accountable for the success of the students in your groups.
- To engage regularly with individual students to challenge and stretch their achievement.
- To continuously monitor and implement a solutions strategy for all students using relevant data.

- Setting SMART individualised targets for student success.
- To support students in their engagement pastorally and academically.

## **2. LTAF:**

- To be multi-disciplinary academically and practically and have in-depth knowledge of best LTAF practices.
- To undertake pedagogic work in all its forms, including classroom teaching, tutorial and group work and digital delivery.
- To be confident and effective in delivering lessons digitally.
- To constantly review pedagogic practices and act as an exemplar of good professional practice to remain relevant and optimise student attendance, retention achievement and progress.
- To consistently share regular feedback with students.
- To work with peers to share best practice in teaching and learning.
- To oversee sessional members of staff and guest speakers within your area of ownership to ensure that their teaching and professional conduct is in line with FRA expectations.
- To participate in cross-college community to develop outstanding LTAF practices.
- To engage with students, parents and carers to support students to achieve, including attending parent conferences.
- To own your individual development and engage in relevant CPD as specified.

## **3. Course Content**

- To plan the curriculum in line with FRA strategy and awarding body requirements and regulations with the learner at its core and to ensure that all course planning is smart and effective.
- To consistently review and improve subject content matter to reflect the constant changes within the fashion industry and associated industries.
- To develop subject pathways for student progression with other Group Leads to deliver incremental learning at each level.
- To work with external practitioners to enable effective delivery in class ensuring post-16 and FRA policies and process requirements are adhered to.
- To bring in industry experts when relevant to enhance a subject specialism, guiding their success in the FRA environment.

## **4. KPI Ownership**

- To maintain accurate records and contribute to the production of reports to support FRA KPI's and student progression.
- To oversee the maintenance and recording of accurate student records that support individual learning plans and achievement.
- To proactively engage with performance development processes to support your development including monthly Clear Review check-ins and KPI meetings.
- To consistently undertake analysis of learner data to ensure students targets and established stretch targets are met.

- To prepare reports in a timely manner when required for progression boards and college meetings.

## 5. QAE Compliance

- To oversee and ensure all quality processes are followed successfully and in line with FRA and examining body regulations.
- To develop and maintain professional working relationships with Course External examiners.

## 6. Other

- To participate fully in the FRA's marketing activities, including Open Days, exhibitions and recruitment fairs.
- To undertake any such other duties commensurate with the post.

### In line with all staff:

- To act in the interests of the FRA at all times.
- To support the delivery of the FRA's strategy as it relates to this post.
- To perform any other duties consistent with this position as may from time to time be assigned to you by the CEO and Principal or its designate, or as may reasonably be required anywhere within the FRA.
- To be committed to your own development through the effective use of the FRA's performance review and staff development processes.
- To work collaboratively with the wider business and support the work of the curriculum delivery, professional services and support functions teams as may reasonably be required in the delivery of the FRA's strategic plans.
- **Safeguarding.** Comply at all times with the FRA's safeguarding policy and play an active role in maintaining and promoting students' safety, security and well-being in their learning environment.
- **Equality and diversity.** To be committed, adhere to and promote the FRA's Equality and Diversity policy at all times.
- **Health and Safety.** Comply with and raise awareness of health and safety in line with FRA policy and procedures.
- **Data Protection.** To understand your own responsibilities, be committed to and comply with all FRA's policies, procedures and guidelines with respect to the collection, processing, storing and sharing of all personal information as it relates to this position to comply with the GDPR.

*The job description should not be regarded as exclusive or exhaustive. It is intended to be a summary outline of the current areas of activity, and it may be subject to modification from time to time as necessitated by the changing needs of the FRA.*

*Updated August 2023*

## Person specification

	Essential
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ PGCE or equivalent teaching qualification (or commit to enrolling on a recognised teaching qualification course upon appointment).</li> <li>▪ A relevant professional qualification/degree within specialist subject area.</li> <li>▪ L3 minimum English and Maths.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Outstanding current knowledge of subject areas and Fashion Retail landscape.</li> <li>▪ Outstanding knowledge of Post-16 education, policy and practice.</li> <li>▪ Outstanding knowledge LTA, methods, processes and pedagogy.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Teaching experience within an educational setting (ideally Post-16).</li> <li>▪ Experience of effective curriculum design and planning.</li> <li>▪ Recognised outstanding teaching practice.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ In-depth knowledge of your subject or professional area.</li> <li>▪ Confidence and proficiency with remote /digital delivery.</li> <li>▪ The ability to design and teach courses across a range of areas relating to Fashion industry as well as in your area of expertise/specialism.</li> <li>▪ Excellent written and verbal communication skills.</li> <li>▪ Interpersonal skills and the ability to relate well with students.</li> <li>▪ Excellent organisation and planning skills.</li> <li>▪ Creativity.</li> <li>▪ Effective mentoring and coaching skills.</li> <li>▪ Enthusiasm, motivation and commitment.</li> <li>▪ Patience and a sense of humour.</li> <li>▪ A flexible approach to work and an openness to change.</li> <li>▪ Excellent IT and digital skills, including Office Suite and creative software i.e. Adobe Creative Cloud (Photoshop, Illustrator and In-Design).</li> </ul>
<b>Attributes/ Personal Characteristics</b>	<ul style="list-style-type: none"> <li>▪ Innovative and open-minded approach to curriculum development and planning.</li> <li>▪ Inquisitive approach to curriculum design.</li> <li>▪ Ability to creatively problem solve and solution focussed.</li> <li>▪ Ability to motivate and inspire students.</li> <li>▪ Ability to stay current within both subject area and post 16 education.</li> <li>▪ Commitment to practicing and modelling the FRA's values.</li> </ul>

## Our vision, mission and values

### Vision

To be the home of Fashion's next generation with a transformative educational experience that changes lives, creates and enhances careers and prepares our graduates for success in the real world.

### Mission

To pioneer educational experiences with industry which nurture and develop the next generation for high value careers in fashion and retail.

### Values

Collective courage for a successful future:



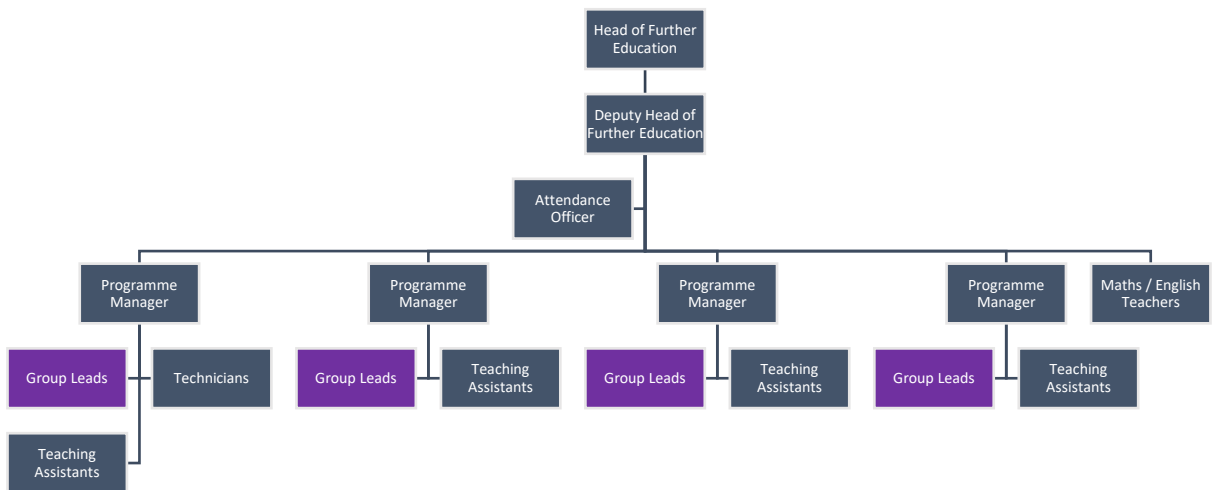
Customer centric: "If it matters to our students, it matters to us"

Authentic Action: "We're authentic in our actions, words and interactions"

Resilient: "Integrity in our actions to relentlessly strive for what we care about"

Enthusiastic: "If it matters to you, make it matter to others"

# Team structure



# FRA Reward & Recognition Programme

WE OFFER A MARKET-LEADING BENEFITS PROGRAMME THAT OFFERS SOMETHING FOR EVERYONE!

## Health & Wellbeing

- A customisable monthly wellbeing allowance aimed to support your healthy lifestyle, whatever that may be!
- Funded counselling and / or CBT provided by Bupa.
- Highly competitive sick pay to support you in a time of need.
- Cycle to work scheme - save at least 25% on a new bike and fitness accessories.
- Annual flu vaccination programme.

## Work-Life Blend

- Incredibly generous holiday allowances plus extra days off at Christmas, Birthday leave and Celebration leave, plus .....an additional 2 weeks off and an Around the World ticket every 5 years!
- Enhanced family leave pay, including 6 months fully paid maternity, adoption and shared parental leave!
- A buying and selling holiday scheme.
- Amazing flexible working opportunities, including hybrid working, flexi hours, a sabbatical scheme, and the ability to be able to request formal flexible working from day 1.

## FRA Culture

- Vibrant and inclusive environment with regular socials including all staff parties, team nights out, and more casual affairs such as our monthly Thirsty Thursdays 😊
- Employee led staff recognition awards.
- Modern facilities including a delicious food and beverage provision.

## Financial Health

- An enhanced pension scheme.
- Financial and legal advice through our top end Employee Assistance Programme.
- Refer a friend scheme and pocket £500!

- Techscheme allowing you to spread the cost of the latest tech over 12 months, plus NI savings.
- Interest-free travel season ticket loans.
- Local area discounts and offers including corporate rates for local gyms, discounted restaurants and bars.

#### Personal Growth:

- Personal learning & development allowance to empower you to take ownership of your professional journey.
- Financial support and mentoring towards professional qualifications.
- A wide range of in-house and external training, CPD, teacher training and teaching practice development.
- Free access to LinkedIn Learning for personalised learning, virtually everywhere anytime!
- Reimbursement for annual professional membership fees relevant to your role.

#### Social Impact:

- FRA fundraising contributions – if it matters to you, it matters to us. We match sponsorships up to £1000!
- 2 paid charity volunteer days per year.
- Payroll charitable giving.

## More information



### Contact us:

To arrange an appointment for an informal discussion about the role and our organisation, please email [recruitment@fra.ac.uk](mailto:recruitment@fra.ac.uk)