

## ROLE DESCRIPTION

### **Course Leader, MA International Luxury Business**

<b>Contract:</b>	Full Time and Permanent
<b>Location:</b>	Vogue College of Fashion - London (30 Bedford Square, WC1B 3EE)
<b>Reports to:</b>	Postgraduate Programme Director
<b>Salary:</b>	£55,000 - £63,000 per annum

#### **BrandEd**

BrandEd partners with prestigious companies to deliver relevant, experiential learning programs taught by industry experts from the world's best brands. The BrandEd portfolio currently includes Vogue College of Fashion, Sotheby's Institute of Art, The School of The New York Times and Manchester City Sports Business School. Our academic programs range from pre-college to master's degrees with campuses in New York, London, Madrid and Online, and partnerships in Seoul and Beijing.

#### **About Us**

With campuses in key fashion capitals and online programmes, Vogue College of Fashion blends academic rigour with real-world industry experience. Partnering with top universities, we deliver a comprehensive educational experience and continuous industry engagement. As an extension of *Vogue*, we provide ongoing engagement with industry professionals, offering insights and experiences beyond the classroom.

Our programmes integrate rigorous study with hands-on practice. Students tackle real projects, connect with industry leaders, and visit top companies, ensuring they gain practical skills and a solid understanding of fashion's global impact. Our alumni work with leading brands like *Vogue*, Cartier, Dior, GQ, and Louis Vuitton.

At Vogue College, students become part of a global community, whether on-campus or online. Through transformative education, the College takes account of diverse attitudes and cultural viewpoints, recognising fashion's role and significance in cultural, economic, global, local and community contexts.

#### **Role Summary**

The MA International Luxury Business Course Leader will undertake the operational management of both the in-person Master's in this subject area and the newly developed online version of the Master's. This includes the planning, organisation and delivery of the course, ensuring every student receives the highest quality of learning, teaching and feedback, successfully preparing them for graduation and potential roles within the industry.

The Course Leader will engage in subject discipline and pedagogical development to ensure the continued relevance and currency of the course. The responsibilities of the role may develop or change in accordance with institutional strategy and priorities.

#### **Key Duties & Responsibilities**

- **Course Management**
  - Oversee and manage the running of and recruitment for the MA International Luxury Business in collaboration with Admissions team.
  - To contribute to the recruitment of visiting lecturers and industry speakers within the relevant subject specialisms.
  - To undertake timetabling, to ensure required resources are available and room allocation is appropriate for scheduled classes.
  - Ensure effective utilisation of the VLE to provide VLEs and students with the relevant course / class materials and information.
  
- **Course & Curriculum Development**
  - To support the Postgraduate Programme Director with the review and development of the MA programme to ensure it remains industry relevant and academically rigorous according to level 7 provision.
  - To stay abreast of developments across the wider remit of fashion, media and the creative industries, and in consultation with the Postgraduate Programme Director, ensure that these developments are reflected in the design and delivery of learning materials.
  
- **Marketing & Recruitment**
  - Work to achieve set recruitment targets for the course.
  - Working with GEM, participate in College marketing and course recruitment activities.
  
- **College Community**
  - To contribute to the College academic community through participation in and contribution to relevant College committees and academic meetings.
  
- **QA & Admin**
  - To adhere to all relevant College QA procedures
  - To undertake the course periodic review, including providing an annual evaluation report on relevant modules and the course.
  - Ensure that all course data is analysed appropriately to safeguard the quality of the programme and delivery.
  - Prepare for and attend relevant Exam Boards, ensuring materials for External Examiners are produced in a timely manner.
  
- **Learning & Teaching**
  - To contribute to learning & teaching for relevant modules on MA International Luxury Business or other programmes as directed by the PG Programme Director.
  - To analyse data on student progression and achievement across the Undergraduate Programme with a view to identifying issues and trends and formulating appropriate action in response.
  - To develop appropriate course material that is regularly updated to reflect industry developments.
  - To ensure resources for the course and modules are made available to staff and students, including equipment, books, and other relevant material.

- To identify and deliver high quality enhanced learning opportunities for students, including external visits, relevant additional College based activities or industry opportunities.
- **Assessment & Feedback**
  - Support the core academic team and Visiting Lecturers to provide effective formative and summative feedback to students, ensuring clear and timely delivery with reference to set assessment criteria.
  - To support and participate in the internal moderation process, ensuring a fair and transparent approach to feedback.
  - To adhere to College policies and share best practice in relation to assessment and feedback
- **Student Experience & Pastoral Care**
  - To encourage open and effective communication with the student body, recognising and resolving any issues that could impact on the quality of the student experience.
  - To work with the course academics and VLS to provide a high standard of pastoral care for students, as well as coordinating support for those with additional learning needs.
  - To contribute to monitoring student attendance and behaviour to swiftly identify and respond to any problems faced by students.

The responsibilities listed above encompass the key aspects of the role, however Course Leaders are expected to carry out any other duties required to deliver the objectives of the College and ensure a high-quality student experience. The Course Leader role includes an expectation of engagement with continuous professional development, including keeping up to date with academic and industry developments in his/her area of expertise.

Any significant amendments to the key accountabilities will be discussed and agreed with the Postgraduate Programme Director, as necessary.

## **Person Specification - Skills, Experience and Qualifications**

### **Essential Criteria**

- Relevant Bachelor's degree with expert knowledge in areas related to the Postgraduate programme
- Experience working in the fashion industry in areas related to the Postgraduate programme
- Experience of teaching & assessment in a higher education environment with a student-centred approach
- Experience leading a course, programmes or other relevant team leadership in higher education.
- Excellent written and verbal communication and interpersonal skills
- An ability to work within a small committed academic and administrative team
- Teaching qualification (PG Cert or equivalent)
- Knowledge and understanding of the social, cultural, environmental, political and economic issues that shape contemporary fashion media / business / communication practices and theoretical discourses

## **Desirable Criteria**

- Master's degree
- Innovative approach to teaching and learning to support excellent teaching, pedagogy and inclusivity
- Ability to build effective teams, networks or communities of practice and foster constructive cross team collaboration
- Experience of line management
- Digital literacy and experience of teaching online
- An understanding of basic mathematical principles, spreadsheet formulae, and data analysis

## **Application Process**

Please submit your CV and a covering letter demonstrating your interest in this position and how you meet the person specification to: [ukvacancies@branded-edu.com](mailto:ukvacancies@branded-edu.com). The closing date for applications is Friday 30<sup>th</sup> May 2025.

Benefits of working for Vogue College of Fashion include:

- 25 days annual leave plus up to 4 days additional discretionary leave during the Christmas period
- Option to purchase an additional 5 days annual leave on a salary sacrifice basis
- 24/7 access to an Employee Assistance Programme
- Volunteering days
- Life insurance
- Discount for gym membership
- Access to a comprehensive (250+ courses) and high-quality e-learning platform