

JOB DESCRIPTION

Job Title: Head of Arts Education

Accountable to: Dean of Learning, Teaching & Enhancement

Contract Length: Permanent

Hours per week/FTE: 35

Weeks per year: All

Salary: £60,000

Grade: Individual

College/Service: Teaching and Learning Exchange (Part of Academic Development Services)

Location: 272 High Holborn, WC1V 7EY

Purpose of Role:

To lead the Arts Education Hub within the Teaching and Learning Exchange. Your key priority will be to support the delivery of UAL's Learning, Teaching and Enhancement Strategy:

<http://www.arts.ac.uk/media/arts/about-ual/teaching-and-learning-exchange/2015---2022-Learning,-Teaching-and-Enhancement-Strategy.pdf>

This strategy is the key means by which UAL will deliver Transformative Education to its students:

<http://www.arts.ac.uk/about-ual/strategy-governance/ual-strategy-2015-22/>

The post holder will work in partnership with colleges and departments to support the delivery of the transformative education strand of the UAL strategy.

You will be responsible for the strategic development of the accredited and non-accredited Academic Practice offer (this offer includes research development, education and academic leadership). In addition you will lead on UAL's cross university enhancement work and the delivery of its reward and recognition priorities for staff who teach/support learning.

You will deputise for the Dean where appropriate.

Duties and Responsibilities

Strategic Leadership and Management

- You will be a member of the Exchange Leadership Team
- You will be responsible for annual operational planning, evaluation and reporting on the work of the hub in line with UAL and national agendas including:
 - UAL's portfolio of opportunities for professional development in learning and teaching including the quality assurance and accreditation and validation processes for the provision
 - opportunities for career progression in learning and teaching for UAL staff including support for staff applying for internal and external recognition for teaching and supporting learning (e.g. UAL Student Nominated Teaching Awards, UAL Teaching Scholars, application for Reader and Professorships in Learning and Teaching, and the National Teaching Fellowship scheme)
 - Working in partnership with the Colleges and Departments to facilitate opportunities for the sharing of good practice in learning and teaching across UAL
- To manage the Arts Education budget
- To lead on bids to external funding agencies and where appropriate take responsibility for management of these projects
- To advise and support the Dean on initiatives to support learning and teaching CPD and enhancement
- To report regularly to the Dean on staffing matters and project progress
- To lead cross UAL teaching and learning enhancement projects and working groups
- To chair meetings and groups as necessary, within the Exchange and across UAL that relate to the enhancement of learning and teaching.
- To participate in UAL curriculum development, validation and other QA processes, for example by chairing validation meetings and reporting.
- To work collaboratively with college colleagues on a range of learning and teaching enhancement projects to enhance student learning.
- To advise the university in relation to the UKPSF to promote Reward and Recognition for excellent learning and teaching

- To support the development of digital open access resources for the Exchange website that showcase best practice
- To support the development of pedagogic research to ensure the work of the Exchange is evidence led.
- To coordinate the work of the Exchange's Visiting Professors
- To work with the Heads of Digital Learning and Careers and Employability to integrate the Exchange offer to UAL.
- Partnership and exchange is key to this work and you will work with College based Associate Deans in Learning and Teaching, Registry, HR, Planning and the SU to ensure the work of the hub is well integrated into University processes and priorities

External Relationships

- To develop strong networks and professional profile and promote the work of the Exchange and UAL nationally and internationally
- **Research and Communication**
- To undertake pedagogic research, leading to an internal and external research profile and publications
- To keep up to date with relevant developments nationally and internationally through reading and attendance at appropriate events
- To deliver excellent teaching (related to expertise and research)

General

- To perform such duties consistent with your position as may from time to time be assigned to you from anywhere within the university
- To undertake health and safety duties and responsibilities appropriate to the post
- To demonstrate a commitment to the University of the Arts London's Equal Opportunities Policy, together with an understanding of how it operates within the responsibilities of this post
- To demonstrate commitment to your own development and that of your staff through effective use of the University's appraisal scheme and staff development processes

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Exchange Leadership Team
- College based Associate Deans for Learning and Teaching
- Registry
- HR
- Students' Union
- Staff Development leads in the Colleges

Specific Management Responsibilities

Budgets: Management of Arts Education budget and Special Project budgets

Staff: Management of Arts Education team

Other (e.g. accommodation; equipment):

Multi-site working with some evening work

Signed _____ Date of last review 3/7/16
(Recruiting Manager)

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Person Specification	
Specialist Knowledge/ Qualifications	<p>Degree and a postgraduate qualification</p> <p>PG Certificate in Learning and Teaching or equivalent coupled with experience teaching within the Higher Education sector.</p> <p>An understanding of and experience of working in the Higher Education sectors.</p> <p>Knowledge of current educational developments in Higher Education.</p> <p>Interest in, and understanding of, the range of subjects taught at UAL</p> <p>Pedagogic research expertise</p> <p>Successful record of strategic service delivery including planning, implementation and development</p> <p>Commitment to own development and to continuous professional development, through effective use of appraisal scheme and staff development processes.</p> <p>Ability to develop and supervise research projects</p> <p>Strong mentoring and coaching skills</p> <p>Track record of excellent teaching</p> <p>Higher Education Academy Senior/Principal Fellow/NTF</p>
Relevant Experience	<p>Coaching and mentoring experience to develop staff</p>

	Experience developing inclusive education that recognises and supports diversity
Communication Skills	<p>Use of appropriate levels of IT skills to enable best use of available information and communication to support learning and organisational effectiveness as necessary for the post: MS Office, Email, Internet/Intranet and Electronic Diary VLE, Web 2.0 Technologies</p> <p>Communicates in a sophisticated way across face to face, written and on line media to support strategic objectives</p> <p>Ability to actively build productive and enduring relationships between teams (using coaching and mentoring where appropriate) to strengthen working relationships and encourage collaborative activities across the Exchange and the University.</p>
Leadership and Management	<p>Leads a team effectively setting clear objectives to manage performance</p> <p>Works with key influencers across the University to support learning and teaching development</p>
Research, Teaching and Learning	<p>Applies innovative approaches to own teaching (with a commitment to inclusive teaching and digital technologies)</p>
Professional Practice	An active pedagogic/educational researcher contributing to own area of specialism
Planning and managing resources	<p>Effectively plans and manages operational activities and large projects to achieve strategic objectives</p> <p>Experience of ensuring that time and resources are used effectively to their maximum efficiency, identifying ways of achieving objectives that result in service improvement.</p> <p>Ability to plan and generate training and development opportunities to meet team members' current and future learning needs, evaluating outcomes with those involved.</p> <p>Experience of budget management</p>

Teamwork	Builds effective teams across a wide range of stakeholders to support delivery of strategic priorities
Student experience	Makes a significant contribution to improving students' learning experience
Creativity, Innovation and Problem Solving	Initiates innovative solutions to problems which have a strategic impact

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria