

JOB DESCRIPTION & PERSON SPECIFICATION	
Job Title: Programme Director, Performance	Salary: £51,052 - £61,667 per annum
Contract Length: Permanent	Hours/ FTE: 37 hours / 1.0 FTE
Grade: 7	Location: The Granary Building, Kings Cross.
Accountable to: Dean of Academic Programmes	College/ Service: Central Saint Martins
<p>Purpose of the role</p> <p>To be responsible to the Dean for Academic Programmes for:</p> <ul style="list-style-type: none"> • The academic leadership and management of the Performance Programme and the Drama Centre courses, including the maintenance and enhancement of standards and overall responsibility for the design, development and delivery of the curriculum • The day to day management of the Programme including all areas of learning, teaching and the assessment of students, as well as resource management. • The observation and implementation of the policies and procedures of the University and the College. • Leadership informing the delivery and currency of Curriculum content and Teaching and Learning activities in relevant areas of the Programme. • Personal contribution to the research and knowledge enterprise environment of the College. 	
<p>Duties and Responsibilities</p> <p>In consultation with academic, administrative, managerial and technical colleagues (as appropriate) to:</p> <p><i>Academic Related Responsibilities</i></p> <p>Lead on the development of the academic mission for the Performance Programme and Drama Centre courses, and plan and execute its implementation.</p> <p>Contribute as an active participant within the University and College committee structures to represent and lead the Performance Programme, and to support the institution and peers in delivering to the University Academic Strategy and wider policies.</p> <p>Operate in conjunction with and support the appropriate Course Leaders to ensure that each constituent course within the Programme has a clear and compelling vision, agenda for development, and strategy for the maintenance and enhancement of quality.</p> <p>Build relationships between subjects and courses both within and outside the Programme and with appropriate courses based in Colleges across the University, in particular, the Performance related courses.</p> <p>Work with and support relevant colleagues to initiate, develop and manage research activities within the Programme consistent with the research strategies of the University and College.</p> <p>Work with and support relevant colleagues to initiate, develop and manage knowledge exchange and external engagement activities within the Programme consistent with the College and University mission.</p> <p>Work with the College and colleagues across the University to enhance alumni relations and relations with external partners in business and community sectors and international partners of strategic interest or relevance.</p>	

Quality Management and Enhancement

Ensure the effective quality and performance monitoring of the courses within the Programme and direct enhancement activities in liaison with Course Leaders and relevant Dean, Associate Deans, and University leadership.

Contribute to and, where appropriate, lead on all relevant processes of course, programme, and framework development and review, in accordance with University guidance, and in liaison with relevant Deans and Associate Deans.

Reflect critically upon all aspects of course design and operation within the Programme, working with the team across the programme and the College to develop and implement new learning strategies.

Maintain subject knowledge and a good awareness of the HE landscape and thereby encourage or ensure the incorporation of new developments and technologies; supporting course leaders in their pursuit of new initiatives and teaching and learning enhancement.

Analyse data on student progression and achievement across the Programme with a view to identifying issues and trends and formulating appropriate responses that can be actioned and measured for their effectiveness in line with the annual cycle of monitoring and course evaluation.

Contribute to the work of the academic and other committees of the University and College as required and, where appropriate, act as Chair.

Contribute to curriculum delivery and the delivery of an excellent student experience through engagement with Teaching and Learning responsibilities relevant to the post holders expertise, research and practice.

Assume responsibility within the Programme for negotiating, with Dean and College Management Teams, resource allocations in order to ensure the curriculum of each course is organised and delivered effectively in relation to the learning styles and developmental stages of the students concerned.

Learning, Teaching and Assessment

Assume responsibility for ensuring that the learning (teaching and assessment) methods employed on the Programme, and in each of its courses, are appropriate to the academic standards and demands of the subjects, and the learning styles and developmental stages of the students.

Assume responsibility for assuring the planning and management of the assessment processes for the courses within the Programme, that they are compliant with University policy and ensuring that students are given constructive and timely feedback that helps them to improve

Prepare for and support the operation of Boards of Examiners including attending boards and sub boards as appropriate.

Assume responsibility for ensuring that prompt and appropriate responses to External Examiner reports are provided and tracked within the monitoring processes of the programme and College.

Assume responsibility for ensuring prompt and effective responses are provided to assessment appeals by students within the Programme

Student Support and Guidance

In liaison with Course Leaders and course teams:

Ensure the correct delivery of the University Admissions Policy.

Ensure effective liaison with and organisation of student representatives across the Programme

Assume responsibility for ensuring that resources are used effectively in relation to the support, guidance, academic development and pastoral care of students, fulfilling the policies and procedures

of the University and the College, and utilising appropriate channels and media.

Assume responsibility, in conjunction with Course Leaders, for ensuring that information provided to students on courses within the Programme is current, accessible and consistent, including the information that is provided on the University web-site.

Assume responsibility within the Programme for ensuring the maintenance of standards in accordance with the agreed UAL student charter.

Assume direct responsibility within the Programme for responding effectively to student complaints

Student Progression and Achievement

In liaison with the Academic Administration Programme Manager, assume responsibility within the Programme for ensuring that student records are maintained which are current, accurate and constructive.

Managerial

Contribute as a member of the College Senior Management Team, assisting the Head of College, Dean and Associate Deans in the pursuance of effective continuous monitoring and quality enhancement, and in operationalising strategy and planning.

In consultation with academic, administrative, managerial and technical support colleagues, ensure quality, consistency and clarity of course delivery.

Deputise for the Dean/Associate Dean as delegated.

In consultation with HR, be responsible for the performance management of academic staff within the Programme and for the Performance Review and Appraisal of Course Leaders.

Work with Course Leaders to recruit, lead, manage and support academic staff who can be responsible for the delivery of courses within the Programme, setting, promoting and maintaining appropriate educational and professional standards of good practice in all aspects of course organisation, administration and delivery

Working with colleagues across the College, ensure the highest possible standards of student experience in terms of:

- Course promotion and the provision of public information.
- Student progression
- Student recruitment
- Student induction
- Learning support and guidance
- Disability support and guidance

Produce reports and management information as required

Undertake health and safety duties and responsibilities appropriate to the role and in accordance with University policies and procedure.

Entrepreneurship and Enterprise

Promote a culture of enterprise within the Programme and amongst the student and staff community; encouraging and facilitating external engagement and knowledge exchange where it can directly benefit student learning or where it has a specific value to the College or University.

Operate in a collegiate manner in liaising with appropriate colleagues (i.e. Course Leaders, External Liaison, Business Innovation, Enterprise, Employability, Outreach and Widening Participation) in order to contribute to the core mission of the University and College in areas that are directly related to the Programme, its courses or its students.

Professional

Establish and maintain appropriate dialogues and relationships with the subject community (academic, governmental and commercial) and its audiences, nationally and internationally, continually updating knowledge of academic developments, subject and skills, and relevant industrial and technological developments for the benefit of the Programme, its courses, and colleagues.

Undertake research and/or professional practice or external engagement, to maintain subject currency and enrich the external profile of the College or University, as part of own continuing personal and professional development. Actively promote and contribute to the professional and research profile of the Programme, as an individual and through research and knowledge exchange.

Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work

Make full use of information and communication technologies to meet the requirements of the role in a manner that will promote organisational effectiveness and adhere to data protection policies

Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Perform such duties consistent with the role as may be assigned from time to time, anywhere within the University

Key Working Relationships:

- Senior managers and managers at same level
- Course Leaders and academic staff managed
- Programme Administrative Staff, Quality Assurance, and Admissions
- External partners
- Students

Specific Management Responsibilities:

Programme Budgets:

- Established Staff and Associate Lecturer/Visiting Practitioner budgets
- Consumables budgets
- Project budgets

Programme Staff:

- Course Leader/s; Research Leader
- Other Established academic staff

Other (e.g. accommodation, equipment):

To ensure appropriate staff are taking action where the following are in need of repair or maintenance:

- Academic office(s) and associated equipment, fixtures and fittings
- Studio(s) and associated equipment, fixtures and fittings

Programme Director, Drama and Performance

Grade: 7

Shortlisting will be based on evidence (with appropriate examples where necessary) you provide in your personal statement to demonstrate clearly how you meet the following criteria

Person Specification	
Specialist Knowledge/Qualifications	<p>Holds undergraduate and postgraduate degrees in Performance or a related discipline.</p> <p>Regarded as an authority in a field of specialism both by internal and external peers, through a track record of research and/or professional practice.</p> <p>Recognised within the field or HE environment for skills, experience or excellent practices in teaching and learning (HEA recognition, Academic Practice Qualifications, etc.)</p> <p>Knowledge of current developments and emerging concerns in the disciplines of Performance Practice or Performance Design in the UK and Internationally.</p>
Relevant Experience	<p>Experience of academic leadership and management in an area of Performance or a related discipline at HE level</p> <p>Experience of shaping and influencing developments and curriculum through personal contribution.</p> <p>Experience of ensuring that time and resources are used effectively to their maximum efficiency.</p> <p>Experience of continuous curriculum review and development; identifying areas for improvement and enhancement in relation to content and delivery methods, learning support and assessment mechanisms.</p>
Communication Skills	Communicates technical or specialist ideas or information persuasively adapting the style and message to a diverse audience in an accessible way
Leadership and Management	Motivates and leads a team effectively setting clear objectives to manage performance
Research, Teaching and Learning	Applies innovative approaches to course or curriculum leadership, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity

	Applies own research to develop learning and assessment practice
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student experience or customer service	Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues or customers
Creativity, Innovation and Problem Solving	Identifies innovative solutions to problems to bring a wider benefit to the organisation

Personality Test

All shortlisted applicants will be required to undertake the CREDO on-line personality assessment. This assessment provides us with a valuable insight into your preferred working style, temperament, interests and values. We will use your assessment to focus our interview discussion with you, in order to assess the fit between your profile and the role. At the end of the selection process each candidate will be offered the opportunity to receive a copy of the CREDO candidate development report. Staff selection decisions will never be made solely on the basis of a psychometric assessment.

Last

updated:

May

2018

