

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Specialist Option Leader Photography and Time Based Media

Accountable to: Pathway Leader

Contract Length: Permanent

Hours per week/FTE: 18.50 / 0.50

Salary: £22,354 - £26,933 pa (pro rata of £44,708 - £53,865 pa)

Grade: 6

College/Service: Camberwell / CCW

Location: Camberwell, Chelsea, Wimbledon Foundation Centre

Purpose of Role: To provide team leadership for Part 1 and the Specialist Option within a Pathway of the Foundation Diploma; including resources and the student experience, promotion of the subject and effective communication within the staff team and between staff and students.

Duties and Responsibilities

- To provide team management and co-ordination for Part 1 and the Specialist Option in the Pathway within CCW Further Education.
- To lead the Specialist Option of the Foundation Diploma and to take overall responsibility for the management of the Specialist Option within Foundation Diploma, including accurate timetabling, under the direction of the Pathway Leader and Programme Director.
- To ensure that the Specialist Option is appropriately designed and integrated into the Pathway in consultation with the Pathway Leaders, monitoring and developing it to maintain relevance, appropriateness and effectiveness.
- To ensure that all students and staff are adequately inducted and briefed about the Specialist Option and their context in the Pathway, Course, College and the University.
- To promote the Specialist Option and enable effective communications within the staff team, and between staff and students, and to foster and develop progression opportunities between Further Education and Undergraduate courses within CCW and UAL.
- To ensure that, in conjunction with the Pathway Leader, the Contextual Studies components of the Programme are integrated into the curriculum. This includes designing delivering relevant teaching and learning methods, devising assignments and the assessment of written components of the course.
- To teach and provide academic guidance and counselling in Part 1 and the Specialist Option.
- To manage Part 1 and Specialist Option staff, including Associate Lecturers and ensure and monitor that teaching is delivered as planned at the appropriate standard and quality, including tutorial coordination and implementation of the UAL Teaching Observation Scheme.
- Maintain adequate records and provide reports as required by the college and the University of the Arts London, including written assessment feedback to students.
- To liaise with College and University staff and the Pathway Leader in the design and deliver of the Specialist Option curriculum to ensure good student learning experiences. These include Administrative Staff, Academic Support staff, Language Classes, Library and Information Services.
- Liaise with those staff of the college and the University of the Arts London that relate to the work of the Further Education courses and their context, including the International Coordinator.
- To appraise Specialist Option staff including Associate Lecturers in accordance with University of the Arts London policy, and in conjunction with the Programme Director, advise about their development and training needs.
- In conjunction with the Pathway Leader, ensure that the Specialist option is appropriately staffed within the allocated staffing budget.
- Participate in the promotion and recruitment of the course, including Open Days and Portfolio Reviews.
- In conjunction with the Programme Director, ensure that teaching and learning opportunities of an appropriate standard and quality are provided for students and that these are assessed and monitored in accordance with the Course Handbook and Academic Regulations of the University. This includes participation in the UAL Teaching Observation scheme.
- Attend and participate in the business of Team Meetings, the Further Education Board of Studies and Further Education Forum.
- In conjunction with the Pathway Leader contribute to the production of the Annual Self-Assessment Report

within the timetable and format identified.

- To effectively manage the Specialist Option and Pathway Moodle site so as to enhance the student experience.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships:

Pathway Leader
Technical Staff
Administrative Staff
Academic Support
Language Support

Specific Management Responsibilities

Budgets:

Staff: Associate Lecturers

Other (e.g. accommodation; equipment): Studios

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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.

Person Specification	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> • A relevant qualification. • Is regarded as a leading authority in field of specialism both with internal and external peers. • Ability to lead the technical or professional development of own area of expertise within the University. • Commits to own development through effective use of the University's appraisal scheme and staff development process
Relevant Experience	<ul style="list-style-type: none"> • Experience of teaching Photography and Time Based Media or Fine Art Media at Foundation level • Experience of assessment at Foundation level and providing written and verbal feedback which encourages student development • Experience of monitoring and supporting student progress • Experience of effective course administration and management, at course, year, unit or module level (<i>desirable</i>) • Experience of curriculum development (<i>desirable</i>)
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and 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 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
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration

Student experience or customer service	Contributes to improving or adapting provision to enhance the student experience or customer service
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems