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JOB DESCRIPTION AND PERSON SPECIFICATION						
<b>Job Title:</b> Programme Director for the School of Fine Art	<b>Accountable to:</b> Dean of Fine Art	<b>FTE:</b> 1.0	<b>Weeks per year:</b> 52			
<b>Contract Length:</b> Permanent	<b>Grade:</b> 7					
<b>Salary:</b> £56,530 - £68,282 pa	<b>Location:</b> Chelsea and/or Camberwell					
<b>College:</b> Camberwell, Chelsea and Wimbledon Colleges						
<b>Purpose of the role</b>						
To be responsible to the Dean of Art for:						
<ul style="list-style-type: none"><li>The academic vision, leadership and management of the Programme and courses, including the maintenance and enhancement of standards and responsibility for the design, development and delivery of the curriculum</li><li>The day-to-day management of the Programme including all areas of learning, teaching and assessment of students as well as resource management.</li><li>The observation and implementation of the policies and procedures of the University and the College.</li><li>Working closely with the other Programme Directors in the School, cross College colleagues, and external partners to instigate collaboration, projects and opportunities for students within the School of Fine Art.</li></ul>						
<b>Duties and Responsibilities</b>						
In consultation with academic, administrative, managerial and technical colleagues (as appropriate) to:						
<i>Academic</i>						
<ul style="list-style-type: none"><li>Provide the academic mission of the School of Art and its implementation, as an active participant within the University and College committee structures.</li><li>Operate in conjunction with 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.</li><li>Build relationships between subjects and courses both within and outside the School.</li><li>Leading by example, work with relevant colleagues to initiate, develop and manage research and knowledge exchange activities within the Programme consistent with the research and Knowledge Exchange strategies of the University, College and Programme.</li></ul>						
<i>Quality Management and Enhancement</i>						
<ul style="list-style-type: none"><li>Ensure the effective monitoring of the courses within the Programme, and lead enhancement activities in liaison with Course Leaders and relevant Deans/Associate Deans</li><li>Contribute to, and where appropriate, lead on all relevant processes of course, programme, and framework development and review by the University, external agencies and professional bodies in liaison with relevant Deans/Associate Deans.</li><li>Reflect critically upon all aspects of the Programme's design and operation, developing and implementing new learning strategies, maintaining knowledge of and encouraging the incorporation of new developments and technologies.</li></ul>						

- Analyse data on student progression and achievement across the Programme with a view to identifying issues and trends and formulating appropriate action in response. Engage with all university and college initiatives around the closing of attainment gaps.
- Contribute to the work of the academic committees of the University and, where appropriate, act as Chair.

#### *Curriculum Design, Content and Organisation*

- Assume responsibility within the Programme for ensuring that the curriculum is relevant, current and consistent with the mission of the Programme and the vision for its courses, in accordance with principles of decolonisation and decarbonisation.
- Assume responsibility within the Programme for negotiating resource allocations in order to ensure the curriculum is organised and delivered effectively in relation to the learning styles and developmental stages of the students concerned.

#### *Learning, Teaching and Assessment*

- Contribute teaching as appropriate to the Programme for which responsibility is held, consistent with academic specialism and expertise.
- Lead on, and contribute to, pedagogic and curriculum development designed to stimulate thinking and practice that challenge fine art practices with the aim of promoting diversity and inclusivity.
- Lead on, and contribute to, the creation of a lively, engaging and progressive pedagogical and artistic practice in the School of Art.
- Assume responsibility for ensuring that the learning (teaching and assessment) methods employed on the Programme are appropriate to the academic standards and the demands of the subject(s) and the learning styles and developmental stages of the students. Ensure that all these methods are designed to be inclusive for a diverse body of students.
- Assume responsibility for ensuring 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 improve.
- Prepare for and support the operation of Boards of Examiners including attending boards and sub boards as appropriate.
- Assume responsibility for ensuring prompt and effective responses are provided to assessment appeals by students within the Programme.

#### *Student Recruitment, Support and Guidance*

- Lead on the recruitments and retention of students to the constituent courses of the Programme, ensuring annual intake, progression and completion targets are met.
- Act as a College Admissions Tutor for international students and participate in international student recruitment activity.
- Ensure the correct delivery of the University Admissions Policy by the constituent courses of the Programme.
- Ensure effective liaison with and organization of student representatives across the Programme.
- Assume responsibility in conjunction with Course Leaders 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 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.
- Contribute to information provided to students by the University and College.
- 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.
- Work with colleagues across the College to ensure the highest possible standards of student experience in terms of:
  - Course promotion (provision of material, contribution to open days and other recruitment activities on and off site
  - Student progression
  - Student recruitment
  - Student induction
  - Learning support
  - Disability support (only in respect of signposting to students and staff how appropriate professional support can be accessed).
- 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 procedures.

#### *Entrepreneurship and Enterprise*

- Promote a culture of enterprise within the Programme and amongst the student and staff community.
- Operate in a collegiate manner in liaising with appropriate colleagues (ie Course Leaders, Enterprise, Knowledge Exchange) in order to contribute to the income generating and related sponsorship activities of the University and College in areas that are directly related to their Academic Programme and areas of specialism.

#### *Student Progression and Achievement*

- In liaison with the Programme Administration 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 various College leadership teams, assisting the Dean (and Associate Deans) in the continuous development, strategic planning and review of the direction and delivery of Programmes and Courses and College's activities.
- In consultation with HR, be responsible within the Programme for the performance management of academic staff within the Programme.

#### *Professional*

- Contribute to the Research, professional practice, and/or Knowledge Exchange environment of the School, including leading collaborative Research and/or Knowledge Exchange activities and producing outcomes of a demonstrably high standard.
- 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 national academic developments, subject and skills, and relevant technological developments for the benefit of the Programme, its courses, colleagues and students.

- Undertake research and / or professional practice to maintain your subject currency as part of own continuing professional development to ensure you maintain your position as a leader in your field, actively promoting and contributing to the professional and research profile of the Programme, as an individual and through research groups and / or consultation projects.
- Support and contribute to the Programme, School, College and University's external profile.
- Make a constructive contribution to the development of the broader academic and cultural direction of the College as required.
- Ensure familiarity with debates and research relating to decolonizing the curriculum and awarding gaps within the HE sector.

#### **General**

- Perform such duties consistent with the role as may be assigned from time to time, anywhere within the University.
- Undertake Health and Safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's anti-racist strategy, the Staff Charter and Dignity at Work Policy, promoting equality, diversity and inclusion in your work.
- 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.
- Makes full use of all information and communication technologies to meet the requirements of the role and to promote organizational effectiveness.
- Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- To personally contribute towards reducing the University's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016-2022)

#### **Key Working Relationships:**

- Senior managers
- Managers at same level, academic, technical and administration
- Academic staff managed
- External partners
- Students

#### **Specific Management Responsibilities:**

##### **Programme Budgets:**

- Established staff
- Associate Lecturers / Visiting Practitioners
- Consumables budget
- Project budgets

##### **Programme Staff:**

- Course Leaders

- Year Leaders
- Training Leader
- Other established academic staff

**Other (eg equipment, resources)**

- Management of the Programme studios, rehearsal and performance spaces

Person Specification	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> <li>• Degree in related subject area</li> <li>• Postgraduate qualification in a related subject, or equivalent demonstrated through practice.</li> <li>• Recognised teaching qualification or the willingness to undertake teacher training.</li> <li>• PhD (desirable)</li> <li>• Knowledge of contemporary Fine Art practice</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• Experience of course management and administration, assessment processes and procedures.</li> <li>• Willing to commit to own development through effective use of the University's appraisal scheme and staff development processes.</li> <li>• Fine Art related teaching experience at undergraduate/postgraduate level.</li> <li>• Experience of curriculum planning and course development.</li> <li>• Experience of annual monitoring and course quality enhancement.</li> <li>• Experience of staff line management.</li> <li>• Experience of effective budget and resource management.</li> <li>• Experience of actively seeking to build productive and enduring relationships between teams to strengthen working relationships and encourage collaborative activities across the College/University.</li> <li>• Experience of actively seeking and maintaining external connections and relationships with the wider art community.</li> <li>• Own professional practice</li> <li>• Experience of organising academic conferences and symposia. (desirable)</li> </ul>
Communication Skills	Communicates ideas clearly and persuasively with the ability to adapt the style and message to 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	Effectively plans and manages operational activities or large projects to achieve long term objectives
Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student experience	Makes a significant contribution to improving the student experience by providing constructive and critical support to promote an inclusive environment for students
Creativity, Innovation and Problem Solving	Identifies innovative solutions to problems to bring a wider benefit to the organisation