

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	Course Leader MA Drawing (Sabbatical leave cover)	<b>Accountable to:</b> Programme Director for Fine Art
<b>Contract Length:</b>	fixed term from 10 <sup>th</sup> October to 16 <sup>th</sup> December 2017	<b>Hours per week/FTE:</b> 18.5
<b>Salary:</b>	£43,961 - £52,295 pa pro rata	<b>Weeks per year:</b> AYR
<b>College/Service:</b>	Wimbledon College of Arts	<b>Grade:</b> 6
		<b>Location:</b> Merton Hall Road

### Purpose of Job:

- To provide academic leadership and curriculum development of the MA Drawing course within the Fine Art programme.
- To manage the delivery of the course ensuring that the policies and procedures of the College and University are upheld and implemented.
- To deliver innovative and challenging teaching and set an example of good practice.
- To contribute productively to the Fine Art and Postgraduate academic programmes and the team.

### Duties and responsibilities:

#### Academic

- To teach as appropriate to your areas of expertise, on MA Drawing course and other areas of the programme or the College.
- To contribute to the design and delivery of the curriculum in consultation with colleagues and according to given structures and processes, setting the agenda for the MA Drawing course.
- To extend the level of subject expertise and critical understanding in the MA Drawing course specifically and the postgraduate provision generally, maintaining and developing the profile of Fine Art and Drawing at Wimbledon College of Arts in its international context.
- To stay abreast of developments in drawing pedagogy and, in conjunction with the Programme Director, to develop, implement and monitor appropriate learning and teaching strategies.
- To maintain an overview of student progress and achievement in the MA Drawing course and to conduct assessment which is rigorous, fair, clear and undertaken within the given policies; this includes membership of the internal Board of Examiners.
- To engage in research and practice relevant to the teaching and learning in the course and to make your outputs accessible to the wider community.

#### Managerial

- To schedule, organise and direct activities in the MA Drawing course, ensuring coordinated course delivery to full and part time students, and to contribute as a member of the Fine Art Management Team, cooperating as appropriate with staff across the University or other cultural and commercial organisations and industries.
- To lead the MA Drawing course teaching staff and, in conjunction with the Programme Director, to

ensure effective delivery through the management of all allocated resources, including the appointment, induction and management of appropriate hourly paid lecturers.

- In collaboration with Administrative Support, to ensure effective communications with students and that student files are maintained with tutorial and assessment documentation.
- To participate in the annual monitoring of the course within given procedures, actively address issues and share enhancements.
- To assist in widening access and efficient student admissions to and progression from the programme according to University policies, and in the promotion of the course, its students and alumni within and outside the University.
- To undertake staff appraisals, where needed, implementing the University's PRA scheme, and appraising the pathway academic staff team.

#### **General**

- To perform such duties consistent with the position as may from time to time be assigned from anywhere within the University.
- Work and liaise with others with respect.
- To undertake health and safety duties and responsibilities appropriate to the post.
- 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.
- Participate in the University admissions procedures and interview students for admission and applicants for staff appointments.
- A commitment to personal development through effective use of the University's appraisal scheme and staff development processes.

#### **Resources Managed**

Budgets: Hourly paid Lecturer hours and course consumables budget allocations

Staff: Hourly paid lecturers (directly managed) and technical staff delivering and supporting the course (indirectly managed)

Other: Residential studios, including safe working practices and H&S

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Grade: 6

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"><li>• Degree in a subject area related to Drawing or Fine Art</li><li>• Postgraduate qualification in a related area or equivalent as demonstrated through professional practice</li><li>• <i>Doctorate in relevant field (desirable)</i></li><li>• Recognised teaching qualification or willingness to undertake</li><li>• Knowledge of Drawing, its practices and theories</li><li>• Knowledge of educational pedagogies with the area of Drawing / Fine Art specialism and willingness to engage in new techniques of learning including digital processes</li><li>• Commits to own development through effective use of the University's appraisal scheme and staff development process</li><li>• <i>Experience of development and dissemination of research such as academic publishing, exhibitions etc., which informs the professional discourse within the field (desirable)</i></li></ul>
Relevant Experience	<ul style="list-style-type: none"><li>• Experience of teaching Drawing or Fine Art at postgraduate level</li><li>• Experience of assessment at UG or PG level and providing written and verbal feedback with encourages student development</li><li>• Experience of monitoring and supporting student progress</li><li>• <i>Experience of effective course administration and management, at course, year, unit or module level (desirable)</i></li><li>• <i>Experience of curriculum development (desirable)</i></li><li>• Understanding of current priorities within UK Arts &amp; Design Higher Education</li><li>• <i>Experience of course leadership (desirable)</i></li><li>• <i>Experience of organising academic conferences and symposia (desirable)</i></li></ul>
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, teaching and assessment practices
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 and leads 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

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

**Last Updated: June 2017**