

Job Description and Person Specification

Diagnostic and Progression Lecturer in Graphic Communication Design (Foundation Diploma in Art & Design)

Job Description	
College/Service Access and Progression in Higher Education in Art and Design, Central Saint Martins	Location Archway Campus
Contract Length Permanent	Hours per week/FTE 22 / 0.6
Accountable to Curriculum Leader Diagnostic Studies: Foundation Diploma in Art and Design	Weeks per year F/T
Salary £38,694 - £46,423 pro rata (£23,216.40 -27,853.80 per annum)	Grade 5

Purpose of role

The Diagnostic and Progression Lecturer in Graphic Communication Design is responsible for teaching, curriculum development, and on-going scholarship on the Foundation Diploma in Art and Design course. This course is part of the Access and Progression in Higher Education in Art and Design at Central Saint Martins. The post-holder will work collaboratively within a course team, deploying specialist expertise to develop pedagogy and the curriculum in innovative and critical directions.

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Purpose of role

The post-holder will be expected to undertake –

- Shared responsibility for Diagnostic Foundation Diploma in Art and Design students' pastoral support, progress and attendance, maintaining records and liaising with colleagues as appropriate.
- Pedagogic and curriculum development that stimulate thought and practice that challenge the canon of Graphic Communication Design with the aim of promoting diversity and inclusivity.
- This responsibility is of immediate strategic importance and may develop or change in the light of new priorities.
- The post-holder is expected to uphold and implement the policies and procedures of University of the Arts London and the College.

Duties and Responsibilities

Teaching

- To undertake teaching as appropriate to your areas of expertise and the subject areas of the Course, Programme or College.
- To support the Curriculum Leader Diagnostic Studies to develop and deliver the diagnostic phase of the Foundation Diploma in Art and Design course.
- To support students in progressing into higher education and to develop relationships across UAL with this intention.
- To bring specialist subject knowledge of Graphic Communication Design to the process of selecting, diagnosing and progressing students.
- To stay abreast of research and other developments in Graphic Communication Design and to ensure that these developments are reflected in the curriculum in consultation with colleagues and within the structures and mechanisms established by the University and the College.

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- To extend the level of subject expertise and critical understanding on the Course so as to keep the curriculum at the forefront of creative practice and relevant to a diverse range of students.
- To conduct assessment, formative and summative, which is rigorous, fair and clear and complies with the policies established by the University and the College.
- To provide both academic and pastoral support to students, monitoring progress and attendance, and maintaining appropriate records.

Professional

- To initiate or engage in pedagogic inquiry and teaching development as required with the specific focus of improving student engagement, experience and progression.
- To participate in the engagement of students in feedback processes, and in consultation with the course team and course leader, respond to the issues raised through this engagement.
- In consultation with the Curriculum Leader, to liaise with other staff to enhance and extend the educational and creative links between the Course and other courses across the Programme, College and University.
- To undertake scholarly activity (including research, knowledge exchange or teaching) relevant to the subject of Graphic Communication Design.
- To contribute to the devising and delivery of activities (including income generation) which will benefit students' educational experience and graduate outcomes.

Quality, Management and Enhancement

- To contribute to strategic planning in relation to the course/programme in areas such as student recruitment, the deployment of resources, research and knowledge exchange.

- To contribute to the monitoring of the quality of teaching and learning through continuous course monitoring and to contribute to quality, management and enhancement activities across the School, College and University.
- To be a member of the Course Committee of the Course and of such other committees, including other course committees and examination boards, as the Dean of Academic Programmes or Head of College require.

General

- 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 Staff Charter and Dignity at Work Policy, promoting equality, diversity and inclusion 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 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.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).

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

- Students
- Curriculum Leaders, Academic Coordinator & Course Team including Hourly Paid Lecturers
- Programme Director
- Deans and Associate Deans
- Programme Administration Manager
- Technical Staff
- Student and Academic Support
- Language Centre
- Counselling Service

Specific Management Responsibilities

- N/A

Signed _____ (Recruiting Manager)

Date of last review _____ [Type in details]

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Grade - 5

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		
Means of testing - A=application I=interview T=selection task		
Specialist Knowledge/Qualifications	Undergraduate degree in Graphic Communication Design or associated subject.	A
	Higher degree (e.g. MA) in Graphic Communication Design or associated subject (Desirable).	A
	Teaching qualification (PG Cert or equivalent) (Desirable).	A
	Fellowship of the Higher Education Academy (Desirable).	A
Teaching	Experience of teaching & assessment in a higher education/ further education environment (permanent, fractional, or hourly paid contract).	A

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Person Specification		
	Applies an inquiring, innovative and reflexive approach to teaching.	TI
	Considers equality, diversity and inclusivity in all aspects of teaching and assessment.	IA
	Shows commitment to understanding the range of students' experiences within a course.	IA
Leadership, Management and Teamwork	Collaborates and works effectively within team and across different professional groups.	IA
	Works effectively and respectfully with a wide range of people.	IA
Research, Knowledge Exchange and Professional Practice	Evidence of research, knowledge exchange and/or professional practice that contributes to the advancement of Graphic Communication Design activity and is relevant to the goals of the Programme, College and University.	IA
	Evidence of using contacts within subject peer group to develop partnerships or collaboration.	IA
Planning and Managing Resources	Plans, prioritises and manages resources effectively to achieve objectives.	IA