

| JOB DESCRIPTION AND PERSON SPECIFICATION | | | |
|--|---|--|--|
| Job Title: Academic Co-ordinator, MA Material Futures | | Accountable to: Course Leader, MA Material Futures | |
| Contract Length: Permanent | Hours per week/ FTE: 7.4 / 0.2 FTE | | |
| Salary: £37,265 - £44,708 pro rata (£7453 - £8941.60) | | Grade: 5 | |
| College/ Service: Central Saint Martins | | Location: King's Cross | |
| Purpose of the role: To be responsible to the Course Leader for: <ul style="list-style-type: none">• Supporting the Course Leader in the academic management of the Course, including the maintenance and enhancement of standards and responsibility for the design, development and delivery of the curriculum.• Leading the recruitment and selection processes applicable to the Course, ensuring the correct delivery of the University Admissions Policy.• Supporting the Course Leader in the day-to-day management of the Course including all areas of learning, teaching and assessment of students as well as resources allocated.• Observing and implementing the policies and procedures of the University and the College. | | | |
| Duties and responsibilities: In consultation with the Course Leader, Programme Director, Associate Deans and Dean of Academic Programmes, and in conjunction with the Programme Administration Manager (as appropriate) you are expected to: <i>Academic</i> Contribute to the academic mission of the Course, ensuring clarity of identity, currency of subject agendas, relevance of learning methods and the fulfilment of appropriate standards. Contribute to the vision for the Course and the agenda for its development and maintaining and enhancing quality. <i>Quality Management and Enhancement</i> Contribute to the effective monitoring of the Course and the associated enhancement activities. Contribute to Course development, minor modifications, major changes, validation, re-validation and review in liaison with relevant Deans/Associate Deans. Contribute to the work of the academic committees of the Course, Programme, College and University. <i>Curriculum Design, Content and Organisation</i> Ensure that the Course curriculum is relevant, current and consistent with both its mission and the vision for the course. Ensure that the delivery of the Course curriculum is organised and resourced appropriately | | | |

to the academic award, the demands of the subject and to the learning styles of the students.

Learning Teaching and Assessment

Undertake such teaching duties as are appropriate to the requirements of the MA Material Futures Course and consistent with your areas of expertise.

Ensure that students are given constructive and timely feedback that helps them improve.

Contribute to Course committees, such as Assessment Panels, Boards of Examiners and their sub-boards, as appropriate.

Student Support and Guidance

Ensure that students enrolled on the Course are appropriately supported and provided with timely and constructive guidance for their academic development and pastoral care

Ensure that information provided to students enrolled on the Course is current, accessible and consistent.

Contribute to information provided to students by the University, College, Programme and Course.

Ensure the maintenance of standards of student discipline on the Course.

Student Progression and Achievement

Lead and be responsible for the recruitment and selection processes applicable to the Course, ensuring the correct delivery of the University Admissions Policy.

Contribute and manage the analysis of data on student progression and achievement with a view to identifying issues and trends and formulating appropriate action in response.

In liaison with the Course's administrative team, ensure that student records are maintained which are current, accurate and constructive.

Managerial

Contribute to the management of the Course by supporting the Course Leader in working with academic, administrative, managerial and technical colleagues to ensure quality, consistency and clarity of course delivery.

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 induction
- Student progression
- Student recruitment

Produce reports and management information as required.

Entrepreneurship and Enterprise

Promote a culture of enterprise within the Course and amongst the student and staff communities.

Operate in a collegiate manner in liaising with appropriate colleagues in order to contribute to the income generating and related sponsorship activities of the Course.

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 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.
- 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: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Course Leader
- External Liason Coordinator
- Programme Director
- Programme Administrative Manager
- Hourly paid academic staff
- Technical Co-ordinators and Technical Staff
- External Partners and teaching staff as appropriate

Specific Management Responsibilities

Budgets: Not applicable

Staff: Not applicable

Other (e.g. accommodation; equipment): Office and studio accommodation and associated equipment

Job Title: Academic Course Co-ordinator, MAMF**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 | |
|-------------------------------------|--|
| Specialist Knowledge/Qualifications | <p>Undergraduate degree in a design discipline.</p> <p>Postgraduate degree in a design discipline</p> <p>PhD in a design or design-related subject (desirable)</p> <p>PgCert In Learning and Teaching in Higher Education (desirable)</p> <p>Regarded as an authority on design theory and practice by internal and external peers</p> <p>Detailed knowledge and deep understanding of design processes and research methodologies by internal and external peers</p> <p>Knowledge of contemporary design theory and practice nationally and internationally</p> <p>An understanding design as part of broader design and business practices</p> |
| Relevant Experience | <p>Professional practice and / or research at a senior level in design.</p> <p>Academic leadership including the maintenance and enhancement of standards.</p> <p>Day to day course management including recruitment, delivery and development</p> |
| Communication Skills | <p>Communicates effectively orally, in writing, and by digital media, adapting the message for a diverse audience in an inclusive and accessible way</p> |
| Leadership and Management | <p>Motivates and leads a team effectively, setting clear objectives to manage performance</p> |

| | |
|--|---|
| Research, Teaching and Learning | Applies innovative approaches to academic leadership, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity |
| | Applies own research and / or practice to develop learning and assessment practices |
| Professional Practice | Contributes to advancing professional practice / research or scholarly activity in own areas of specialism |
| Planning and managing resources | Plans, prioritises and manages resources effectively to achieve long term objectives |
| Teamwork | Works collaboratively in a team and where appropriate across or with different professional groups |
| Student experience or customer service | Builds and maintains positive relationships with applicants, students and customers |
| Creativity, Innovation and Problem Solving | Suggests practical solutions to new or unique problems |

Last Updated: 2 July 2018