JOB DESCRIPTION	
Job Title: Head of UAL Attainment Team	Accountable to: Dean of Learning and Teaching Enhancement
Contract Length: Permanent	Hours per week/FTE: 1 FTE (possible fractional appointment)	Weeks per year: 52
Salary: £63,000 - £68,000 (per annum)	
Accountable to: Dean of Learning and Teaching Enhancement	Grade: Individual Contract
College/Service: Teaching and Learning Exchange, ADS	Location: High Holborn (with extensive cross College work)

Purpose of Role:

To provide university level leadership for the strategic development, delivery and evaluation of the UAL Attainment programme. This programme has the explicit objective to reduce and eliminate attainment differentials at UAL. It has a particular focus on the elimination of differentials between white students and students of colour, home and international students.

The post holder will advise the Colleges and will ensure that UAL's attainment strategy and delivery is integrated and aligned with the University's Academic Enhancement Model (AEM is the university's strategic enhancement approach).

The post holder will work closely with the College AEM (Academic Enhancement Model) Leads, colleagues in the Teaching and Learning Exchange and senior colleagues in each of the Colleges.

The post holder will lead attainment differential analysis, interventions, activities and resources across UAL.

The post holder will have a key role in relation to the delivery of the attainment objectives set out in UAL Academic Strategy and the UAL Learning and Teaching Enhancement Strategy.

The post holder will manage the budgets, resources and staffing associated with this work.

Duties and Responsibilities:

Strategic enhancement
- To develop and lead the delivery of the UAL Attainment strategy to ensure high impact and delivery of metric improvement
- To provide leadership to UAL in relation to interpreting and responding to student demographic and attainment data as part of continuous monitoring and the Academic Enhancement Model
- To articulate and develop specified and evidence led change approaches that support the reduction of attainment differentials
- To work with senior staff across the university to ensure that each constituent area of UAL has a clear compelling vision and associated delivery plans to eliminate UAL attainment differentials
- To undertake continuing wide consultation with key stakeholders – e.g. students, SU, UAL staff and external stakeholders to promote cross university engagement

Operational management
- To line manage specified staff in accordance with HR policies and procedures in order to ensure the effective delivery of a high quality service

- To ensure effective monitoring of the Attainment Programme and to write high quality evaluative reports to update UAL on progress against targets
- To coordinate the work of diverse staff across UAL with the common purpose of combatting attainment differentials
- To establish clear timelines and delivery targets that can be monitored
- To manage attainment team

Managing resources
- To deploy attainment resources to ensure that staffing and resources are used in an impactful way to address differentials

Communication
- To lead the development of an effective communication strategy that results in high quality print and online resources for staff and students
- To raise the profile and reputation of the University's work in this area through internal and external networking, reporting to relevant committees and staff groups, presentation at conferences and scholarly publications
- To communicate across diverse stake holders the importance of this work to promote consistent engagement across UAL's diverse communities
- To work in partnership with the Students' Union and students across UAL
- To contribute to enhancing attainment by ensuring good practice from the Teaching and Learning Exchange is shared across the University.

Academic Development and Teaching
- To organize, coordinate and oversee targeted attainment staff development opportunities in conjunction with College Academic Enhancement Model Leads
- To contribute as a tutor to Teaching and Learning Exchange provision in area of expertise
- To oversee the effectiveness of the attainment programme through the application of the University's quality processes. This will also include using key performance indicators and benchmarking tools in order to underpin a culture of continuous improvement across the university in relation to attainment

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 personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)
- 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: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- AEM College Leads
- Head of Arts Education
- Head of Digital Learning
- Head of Careers and Employability
- College Leads for Attainment
- College based Associate Deans for Learning, Teaching and Enhancement
- Heads of College
- Equality and Diversity Team
- Disability Service
- UCPU
- Registry
- Relevant staff groups and communities of practice, including GEMS (Group for the Equality of Minority Staff) and Shades of Noir

Specific Management Responsibilities:

Budgets: Project budget
Staff: Attainment team
Other (e.g. accommodation; equipment): N/A
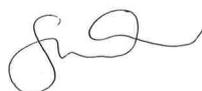
Signed: _____   Date of last review: September 2018