

JOB DESCRIPTION		
<b>Job Title:</b> Educational Developer (Curriculum)	<b>Accountable to:</b> Head of Arts Education	
<b>Contract Length:</b> Permanent	<b>Hours per week/FTE:</b> 37	<b>Weeks per year:</b> 52
<b>Salary:</b> £45,603 - £54,943	<b>Grade:</b> 6	
<b>College/Service:</b> Teaching and Learning Exchange, Academic and Development Services		<b>Location:</b> High Holborn and across UAL Colleges
<p><b>Purpose of Role:</b> The Educational Developer (Curriculum) will contribute to the enhancement of teaching and learning at UAL by co-ordinating initiatives designed to support curriculum design and delivery at course level. The role will involve developing and updating virtual resources and designing and delivering face-to-face teaching and learning sessions that are responsive to development needs identified by Teaching and Learning Exchange and College stakeholders.</p>		
<p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>Developing, publicising and up-dating a new virtual platform to support curriculum design and review aligned to UAL quality assurance processes.</li> <li>Designing and delivering teaching and learning related staff development that is responsive to needs identified via the UAL Academic Enhancement Model (AEM).</li> <li>Devising and sharing teaching materials that can be used by colleagues within the Teaching and Learning Exchange to enable cross-team delivery of key staff development sessions relating to curriculum design and delivery.</li> <li>Liaising with Teaching and Learning Exchange colleagues to ensure consistency of educational development provision.</li> <li>Teaching and assessing on the Arts Education academic programmes: Thinking Teaching, PgCert and MA Academic Practice in Art, Design and Communication.</li> <li>Attending academic programme-related meetings, examination boards and staff development as required.</li> <li>Co-ordinating UAL's annual Learning and Teaching conference.</li> <li>Mentoring UAL Teaching Scholars and Teaching and Learning Fund holders to complete and disseminate teaching enhancement projects.</li> <li>Mentoring and reviewing HEA Fellowship applications.</li> <li>Contributing to individual and group-based research or scholarly activity related to the role as part of the Arts Education team.</li> </ul>		
<p><b>General</b></p> <ul style="list-style-type: none"> <li>Performing such duties consistent with your role as may from time to time be assigned to you anywhere within the University.</li> <li>Undertaking health and safety duties and responsibilities appropriate to the role.</li> <li>Working in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.</li> <li>Personally contributing towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).</li> </ul>		

- Undertaking continuous personal and professional development, and supporting it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- Making 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.
- Conducting 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.

- Head of Arts Education
- Academic Enhancement Model Leads
- PgCert and MA Academic Practice in Arts, Design and Communication Programme Director
- College Quality Managers and Teaching and Learning Leads.
- Teaching and Learning Exchange Educational Developers

**Specific Management Responsibilities**

**Budgets:** Agree with the Curriculum Development Programme Director/Head of Arts Education expenses associated with professional recognition initiatives.

**Staff:** None

**Other** (e.g. accommodation; equipment):

Signed Elizabeth Staddon

Date of last review N/A

(Recruiting Manager)

**Job Title: Educational Developer (Curriculum)      Grade: 6**

**Person Specification**

Specialist Knowledge/Qualifications	<ul style="list-style-type: none"><li>➤ Postgraduate degree (preferably in the arts, humanities, education or social sciences).</li><li>➤ Postgraduate qualification in Higher Education Teaching &amp; Learning/Academic Practice.</li><li>➤ Senior Fellow of Higher Education Academy (or working towards).</li><li>➤ Specialist knowledge of inclusive approaches to higher education curriculum design, teaching and assessment.</li><li>➤ Specialist knowledge of creative arts education.</li></ul>
Relevant Experience	<ul style="list-style-type: none"><li>➤ Teaching and assessing in Higher Education.</li><li>➤ Designing blended learning curricula.</li><li>➤ Supporting academic development of staff.</li><li>➤ Mentoring/coaching.</li></ul>
Communication Skills	<ul style="list-style-type: none"><li>➤ Communicates effectively orally and in writing, adapting the message for a diverse audience in an inclusive and accessible way.</li></ul>
Leadership and Management	<ul style="list-style-type: none"><li>➤ Motivates academic and senior staff to engage with educational development initiatives.</li></ul>

Research, Teaching and Learning	➤ Applies innovative approaches to their leadership role to support excellent teaching, pedagogy, and inclusivity.
	➤ Applies own research or scholarship to develop educational development practices.
Professional Practice	➤ Contributes to advancing professional practice in own area of specialism.
Planning and managing resources	➤ Plans, prioritises and manages resources effectively to achieve long term objectives.
Teamwork	➤ Builds professional networks and fosters constructive cross-team collaboration.
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: April 2015**