

<b>JOB DESCRIPTION AND PERSON SPECIFICATION</b>	
<b>Job Title:</b> Contextual Studies Leader, BA (Honours) Product Design	<b>Accountable to:</b> Course Leader, BA (Honours) Product Design
<b>Contract Length:</b> Fixed term – 12 months	<b>Hours per week/ FTE:</b> 0.5 / 18.5
<b>Salary:</b> £43,961 - £52, 965 pro rata	<b>Grade:</b> 6
<b>College/ Service:</b> Central Saint Martins	<b>Location:</b> King's Cross
<b>Purpose of role:</b>  To be responsible to the Course Leader for: <ul style="list-style-type: none"> <li>the provision of academic leadership to the Course in relation to contextual, critical and historical studies.</li> <li>ensuring that the policies and procedures of University of the Arts London and the College are upheld and implemented.</li> </ul>	
<b>Duties and responsibilities:</b>  <b>Academic:</b> <ul style="list-style-type: none"> <li>To undertake such teaching duties as are appropriate to your areas of expertise and the subject areas of the Course, School or College.</li> <li>To stay abreast of development in the pedagogy of product design education and to ensure that these developments are reflected in the evolution of the teaching and learning methods employed on the Course.</li> <li>To extend the level of subject expertise and critical understanding on the Course so as to keep the Course at the forefront of critical creative practice in product design.</li> <li>To contribute to the design and delivery of curriculum in consultation with colleagues and within the structures and mechanisms established by the University and the College.</li> <li>To conduct assessment, which is rigorous, fair and clear and undertaken within the policies established by the University and the College.</li> </ul> <b>Managerial:</b> <ul style="list-style-type: none"> <li>In consultation with the Course Director, to organise and schedule activities relating to the contextual, critical and historical studies aspects of the Course; ensuring coordination between all three stages of the course.</li> <li>In consultation with the Course Director, to organise and manage the input of additional visiting academic staff to ensure the appropriate delivery of curriculum.</li> <li>In consultation with the Course Director, to liaise with other staff to enhance and extend the educational and creative links between the Course and other courses across the School, College and University.</li> </ul> <b>Quality, Management and Enhancement:</b> <ul style="list-style-type: none"> <li>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.</li> <li>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 School or Head of College require.</li> <li>To present the subject at College and University level and externally, including acting as a consultant to other courses, as may be required.</li> </ul>	

**Professional:**

- To undertake research and scholarly activity relevant to the subject, teaching responsibilities and professional practice and maintain the level of your subject expertise in line with the latest developments in product design.
- To contribute to the devising of income generating activities and activities which will enhance the profile of the Course, School and University.

**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 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.

- Stage Leaders
- Course Leader
- Programme Director /PCID Programme Quality Coordinator
- Programme Administration Manager
- Hourly paid academic staff

**Specific Management Responsibilities**

- Teaching accommodation and associated equipment

Signed:

(Recruiting Manager:

Date of last review:

**Job Title:** Contextual Studies Leader, BA (Honours) Product Design  
**Grade:** 6

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

Person Specification	
Specialist Knowledge/Qualifications	Undergraduate degree in Cultural or Design Studies, in Product, Industrial Design or associated subject.
	Postgraduate degree in Cultural or Design Studies or associated subject. <b>(desirable)</b>
	PhD in Cultural Studies or Design Studies, or related discipline <b>(desirable)</b>
	HE teaching qualification. <b>(desirable)</b>
	Understanding of Cultural/Historical/Contextual Studies as part of broader Product, Industrial Design or associated discipline practices
Relevant Experience	Relevant experience of teaching, assessment, admissions, management and organisation of a UG Product, Industrial Design or associated discipline academic programme.
	Academic leadership including the maintenance and enhancement of standards. <b>(desirable)</b>
	Day to day course management including delivery and development
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 and assessment practice.
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 effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student experience	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.

## Personality Test

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.

**Last Updated: 24.04.2017**