

Job Description and Person Specification

Job Title – Senior Lecturer and Coordinator for Programme Enhancement: Jewellery, Textiles and Materials

Job Description	
College/Service Central Saint Martins	Location Kings Cross London
Contract Length Permanent	Hours per week/FTE 22.2 / 0.6FTE
Accountable to Programme Leader, Jewellery, Textiles, Materials.	Weeks per year Part Time
Salary £46,423 to £55,932 per annum	Grade 6

Job Description
<p>Purpose of role</p> <p>The Senior Lecturer and Coordinator for Programme Enhancement: Jewellery, Textiles and Materials is responsible for teaching, curriculum development, and on-going scholarship on the Jewellery, Textiles and Materials [JTM] Programme at Central Saint Martins. The post-holder will work collaboratively across the Programme team, deploying specialist expertise to develop pedagogy and the curriculum in innovative and critical directions. As a credible practitioner they will also take a lead role in co-ordinating ongoing quality improvement and enhancement across the Programme, and in shaping and influencing the future direction of the JTM Programme and Courses.</p>

Job Description

Purpose of role

The post-holder will be expected to undertake –

- In collaboration with the Programme Leader, undertake teaching grounded in inclusive practices that support access and equity of experience, curriculum delivery, assessment and enhancement for one or more courses in the JTM Programme, maintaining records and liaising with colleagues as appropriate. Enhancement could include, but is not exclusive to, course monitoring, course modifications and revalidations.
- Pedagogic and curriculum development that stimulate thought and practice that challenge the Jewellery, Textiles or Materials canon with the aim of promoting diversity and inclusivity. Ensuring developments in inclusive, accessible, creative and critical pedagogies are reflected in the evolution of the teaching and learning methods employed across the Programme.
- Expand the capacity of the course design to meet the need to develop critical thought around Jewellery, Textiles and Materials to support curriculum assessment and to develop the curriculum and Programme to reflect both evolving student needs and the broader vision of the Programme.

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 stay abreast of research and other developments in Jewellery, Textiles or Materials related areas and, drawing from Programme assessment outcomes, 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.

Job Description

- To extend the level of subject expertise and critical understanding on the Courses so as to keep the curriculum at the forefront of critical 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 maintain oversight of programme quality and to consultatively and collaboratively co-ordinate activity that underpins quality assurance (including curriculum development, modification and enhancement) and support and develop pedagogic initiatives in response to Programme assessment, evaluation and monitoring to support Programme evolution.
- 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 and broad curriculum development with the specific focus of improving student engagement, experience and progression.
- To actively 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 Course Leaders, to liaise with staff, including academic and technical, to enhance and extend the educational and creative links between the Course and other courses across the Programme, College and University, including working to identify collaborative learning and teaching opportunities.
- To undertake scholarly activity (research, knowledge exchange and professional practice) relevant to the subject and teaching responsibilities of the role and maintain the level of your subject expertise in line with latest developments in Programme related areas.
- To contribute to the devising and delivery of activities (including income generation) which will benefit students' educational experience and graduate outcomes

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Quality, Management and Enhancement

- To contribute to strategic planning in relation to the course/programme in areas such as curriculum planning and scheduling, student recruitment, the deployment of resources, research and knowledge exchange.
- To lead curriculum design developments in the context of revalidation, in consultation with the course leaders, in order to further strategic objectives at course, programme and college level.
- To actively 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, and report back on this at the Programme level.
- 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.

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Job Description
<ul style="list-style-type: none">• To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).

Job Description

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

- Students
- Course Leader & Course Team including Hourly Paid Lecturers
- Programme Director
- Programme Administration Manager
- Technical Staff
- Student and Academic Support
- Language Centre
- Counselling Service
- Insight Team

Specific Management Responsibilities

This role will maintain an active oversight of

- Student attendance/attainment.
- Students taking a Diploma in Professional Studies Year.
- Production of Key Unit Information and Briefing materials.
- The oversight of students with Individual Support Agreements
- The oversight of Assessment processes including Unit retrievals and re-submissions and Formative Assessment monitoring.
- Course and Programme Monitoring

Signed _____ (Recruiting Manager)

Date of last review May 2021 [Type in details]

Person Specification

Job Title - Senior Lecturer and Coordinator for Programme

Enhancement: Jewellery, Textiles and Materials

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		
Means of Testing - A=application I=interview T=selection task		
Specialist Knowledge/Qualifications	Undergraduate degree in Jewellery, Textiles, Materials or associated subject.	A
	Higher degree (e.g. MA) in Jewellery, Textiles, Materials or associated subject (Desirable).	A
	Teaching qualification (PG Cert or equivalent) (Desirable).	A
	Member of the Higher Education Academy (Desirable).	A
Teaching	Experience of teaching & assessment in a higher education environment (permanent, fractional, or hourly paid contract), including experience of online/blended delivery.	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
	Industry / professional experience of leading projects with partners and diverse participants (essential)	IA
	Management in a Higher Education environment including the maintenance and enhancement of standards. (desirable)	
Leadership, Management and Teamwork	Motivates and leads a team effectively, communicating and setting clear objectives.	IA
	Collaborates and works effectively within team and across different professional groups.	IA
	Works effectively and respectfully with a wide range of people.	IA
	Fosters inclusive and constructive teamwork and problem-solving.	IA
Research Knowledge	Evidence of research, knowledge exchange and/ or professional practice that contributes to the advancement of Jewellery, Textiles, Materials	IA

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Exchange and Professional Practice	activity and is relevant to the goals of the Programme, College and University. 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

