

Job Description - Course Leader, BA Graphic Design Communication	
College/Service Camberwell, Chelsea, Wimbledon	Location Chelsea College of Arts, Millbank
Contract Length Fixed Term	Hours per week/FTE 37 (1.0)
Accountable to Programme Director, Graphic Design	Weeks per year 52
Salary £46,423 to £55,932 per annum	Grade 6

JOB DESCRIPTION

Purpose of the role:

We are looking for a dynamic and ambitious academic researcher/practitioner to take on the Course Leadership of the BA (Hons) Graphic Design Communication. In this key role, you will be responsible for the academic leadership and management of the course including the maintenance and enhancement of standards and responsibility for the design, development and delivery of the curriculum.

To be responsible to the Programme Director, Graphic Design for:

- Ensuring experience and expertise in the specialist area of graphic design methods, processes and practices;
- The academic leadership and management of the BA (Hons) Graphic Design Communication, including:
 - (i) responsibility for the continuous development and effective delivery of the curriculum, ensuring its currency and appropriateness in the contemporary context;
 - (ii) the deepening of leading-edge creative practice and pedagogy;
 - (iii) the provision and enrichment of a high quality practice-led student learning experience;
 - (iv) the enhancement of academic quality and standards and engagement with industry practice
- The day-to-day operational management of the BA (Hons) Graphic Design Communication including operational organisation and oversight of all areas of learning, teaching and assessment within the resources allocated.
- Ensuring a high quality student learning experience, maintaining and developing innovative creative practices.
- Contributing to the professional practice, research and/or knowledge exchange environment of the School of Design, including leading collaborative research and/or knowledge exchange activities and producing outcomes of a demonstrably high quality
- Observing and implementing the policies and procedures of the University and the College.

Duties and Responsibilities

In consultation with academic, administrative, managerial and technical colleagues (as appropriate) to:

Academic

- Contribute to the academic vision of the School of Design and Graphic Design Programme and its implementation at course level.
- Assure academic credibility and professional standards for the BA Graphic Design Communication, engaging external partners, responding to industry challenges, and advancing the School's agenda in its commitment to Social Design and belief that Design has the ability to make a substantial and positive contribution to the development of society through engagement with sectors beyond the creative industries.
- Serve as an active participant within the School, College and University committee structures, ensuring clarity of identity, currency of subject agendas, appropriateness of learning methods and the fulfilment of appropriate standards at each level of study.

Quality Management and Enhancement

- Undertake the effective monitoring of the course and lead enhancement activities.
- Contribute to, and where appropriate lead on the process of course development, minor modifications, major changes, validation, revalidation and review by the University, external agencies and professional bodies in liaison with relevant Programme Directors, Deans/Associate Deans.
- Analyse data on student progression and achievement with a view to identifying issues and trends and formulating appropriate action in response.
- Contribute to the work of the academic committees of the University and, where appropriate, act as Chair.

Curriculum Design, Content and Organisation

- Ensure that the curriculum is relevant, current and consistent with the vision of the Graphic Design Programme and the design and purpose of the courses.
- Ensure that the delivery of the curriculum is organised and resourced appropriately to the academic award, and to the learning styles and developmental stages of the students.
- Liaise with the administrative, managerial and technical team and other course leaders on the delivery of the curriculum.

Learning Teaching and Assessment

- Ensure that the learning (teaching and assessment) methods employed on the BA Graphic Design Communication are appropriate to the academic award, the demands of the subject benchmarks and the learning styles and developmental stages of the students.
- Plan and manage the assessment process for the BA Graphic Design Communication in compliance with University policy and appropriate academic standards to ensure students are given constructive and timely feedback that helps them improve.
- Contribute to University committees, such as Assessment Panels, Boards of Examiners and their sub-boards, as appropriate.
- Promote practice and research-informed teaching across the course team, leading by example where appropriate and facilitating collaborative pedagogical practice.
- Undertake teaching duties appropriate to the requirements of the course and consistent with specific areas of experience and expertise.

Student Support and Guidance

- Ensure that students enrolled on the BA Graphic Design Communication are appropriately supported and provided with timely and constructive guidance for their academic development and pastoral care, fulfilling the policies and

Key Working Relationships:

- Dean of Design School, CCW
- Graphic Design Programme Director
- Graphic Design Programme Course Leaders
- Academic staff on Graphic Design Programme courses including Senior Lecturers, Lecturers, Associate Lecturers and Visiting Practitioners
- Graphic Design Programme Administrative Team
- Graphic Design Programme Technical Staff
- Student and Academic Support
- External partners
- Students

Specific Management Responsibilities:

Course Budgets:

- Monitoring expenditure across following budget areas, in association with the Programme Director:
 - Associate Lecturer/Visiting Practitioner budget
 - Consumables budget
 - Project budgets

Course Staff:

- Established academic staff
- Associate Lecturers / Visiting Practitioners

Other (e.g. accommodation, equipment):

To ensure appropriate staff are informed and take action where following are in need of repair or maintenance:

- Academic office(s) and associated equipment, fixtures and fittings
- Studio(s) and associated equipment, fixtures and fittings
- Graphic Design space(s) and associated equipment, fixtures and fittings

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Grade: 6

Person Specification	
Specialist Knowledge/Qualifications	<p>PhD in Design or relevant field (Desirable).</p> <p>Master's Degree in Design, Communications, or relevant field; with relevant professional experience (Essential).</p> <p>Regarded as an authority in field of specialism both by internal and external peers, through a track record of research and/or professional practice.</p> <p>Teaching qualification (PG Cert or equivalent) (Desirable).</p> <p>Member of the Higher Education Academy (Desirable).</p>
Relevant Experience	<p>Prior experience of course leadership and management at HE level.</p> <p>Experience of shaping and influencing developments within University/college/organisation through course leadership and own contribution to area of expertise.</p> <p>Experience of leading and developing internal and/or external networks to pursue related interests and influence events or decisions.</p> <p>Experience of ensuring that time and resources are used effectively to their maximum efficiency, identifying ways of achieving objectives that result in demonstrable outcomes and service improvement.</p> <p>Experience of continuously reviewing areas identified for improvement, developing content and delivery methods and learning and teaching and assessment processes.</p>
Communication Skills	<p>Communicates effectively orally and in writing for a range of contexts and constituencies, 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>
	<p>Applies innovative approaches to course leadership, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity.</p>

Research, Teaching and Learning	<p>Conducts rigorous practice-based and/or scholarly research, producing outcomes of demonstrably high quality and impact.</p> <p>Applies own research to develop learning and assessment practice, and leads team in developing research-led teaching and learning.</p>
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 effective teams, networks or communities of practice and fosters constructive cross team collaboration.
Student experience or customer service	Contributes to developing, improving or adapting provision to enhance the student experience
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems and/or priority areas of enquiry.

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 2021