

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Contextual Studies Tutor, BA (Honours) Product Design	Accountable to: Course Leader, BA (Honours) Product Design
Contract Length: Fixed Term – 12 months	Hours per week/ FTE: 18.5 / 0.5
Salary: £36,642 - £43,961 pro rata (£18,321 - £21,980)	Grade: 5
College/ Service: Central Saint Martins	Location: King's Cross
<p>Purpose of role:</p> <p>To be responsible to the Course Leader and Contextual Studies Leader for:</p> <ul style="list-style-type: none"> • the coordination of contextual, critical and historical studies. • ensuring that the policies and procedures of University of the Arts London and the College are upheld and implemented. 	
<p>Duties and responsibilities:</p> <p>Academic:</p> <ul style="list-style-type: none"> • To undertake such teaching duties as are appropriate to your areas of expertise and the subject areas of the Course, School or College. • 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. • 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. • 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. • To conduct assessment, which is rigorous, fair and clear and undertaken within the policies established by the University and the College. <p>Managerial:</p> <ul style="list-style-type: none"> • In consultation with the Course Director and contextual studies leader, to schedule activities relating to the contextual, critical and historical studies aspects of the Course; ensuring coordination between all three stages of the course. • In consultation with the Course Director and Contextual Studies Leader, 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. <p>Quality, Management and Enhancement:</p> <ul style="list-style-type: none"> • 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. • 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. <p>Professional:</p> <ul style="list-style-type: none"> • 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
- Contextual Studies 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: 02.06.17

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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	<p>Undergraduate degree in Cultural or Design Studies, in Product, Industrial Design or associated subject.</p> <p>Postgraduate degree in Cultural or Design Studies or associated subject. (desirable)</p> <p>PhD in Cultural Studies or Design Studies, or related discipline (desirable)</p> <p>HE teaching qualification. (desirable)</p> <p>Understanding of Cultural/Historical/Contextual Studies as part of broader Product, Industrial Design or associated discipline practices</p>
Relevant Experience	<p>Relevant experience of teaching, assessment, admissions, management and organisation of a UG Product, Industrial Design or associated discipline academic programme.</p> <p>Academic leadership including the maintenance and enhancement of standards. (desirable)</p> <p>Day to day course management including delivery and development</p>
Communication Skills	<p>Communicates effectively orally and in writing 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>
Research, Teaching and Learning	<p>Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity</p> <p>Applies own research to develop learning and assessment practice</p>

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	Works collaboratively in a team and where appropriate across or with different professional groups
Student experience	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems.

Last Updated: 24.04.2017