

JOB DESCRIPTION

Job Title: Student Learning and Engagement Project Researcher	Accountable to: Director of Education
Contract Length: 1 year fixed term	FTE: Full-Time
	Salary: £40,454-48,534
College/Service: TLE Exchange / CCW/ LCC	Location: High Holborn / CCW/ LCC

Purpose of Role:

We are seeking to appoint 2 x Student Learning and Engagement Project Researchers to work closely with particular courses at CCW and LCC to inform the enhancement of targeted support to undergraduate students to improve levels of engagement and enhance pedagogic practice. The Project Researchers would take on a data informed evidence-based approach, utilising qualitative and quantitative data to review attendance and engagement data in order to understand the causes to low levels of student engagement and the most effective ways of responding to student needs. The Project Researchers will develop strong links with Course Leaders, student experience colleagues, and teaching and learning colleagues across Colleges and central teams to understand the differences and interconnections across respective offers and services. The latter should help inform recommendations for processes that better connect student support services to enhance pastoral care and student engagement. The postholder will develop a clear understanding of how connected services and college relationships interconnect to ensure plans for a wider project does not duplicate existing work.

Duties and Responsibilities

- Undertake a review of third space roles and teams across the HE sector that focuses on enhancing student engagement
- Develop strong links with Course Leaders, student experience colleagues, teaching and learning colleagues to understand the various teams, their respective offers, and processes connected to student support services, pastoral care, and student engagement at UAL
- Work closely with colleagues to determine what models would be helpful to ensure knowledge gained from support services regarding student needs are fed back to Course Leaders to enhance pedagogic practice
- Develop an evaluation plan to effectively measure success and impact of the project
- Record and monitor student engagement which can be used to notify students of poor/lack of engagement and raise concerns
- Working with courses at other UAL Colleges if necessary
- Provide effective communication and updates to relevant colleagues and committees
- Stay up to date with related current policies and guidance from UAL
- 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 in adherence to data protection policies 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:

- TLE Exchange
- Library and Student Services [including Associate Dean Wellbeing, Associate Dean International Students, Associate Dean Academic Support, Dean of Students]
- College academic staff
- Associate Deans Student Experience
- Associate Deans Learning and Teaching
- College based support services
- Centrally based support services
- Registry
- Arts Students Union
- University Central Planning Unit

Specific Management Responsibilities

Budgets: N/A

Staff: N/A

Other (e.g. accommodation; equipment): None

Job Title: Student Learning and Engagement Advisor [Project Researcher]

Grade: 5

Specialist Knowledge/ Qualifications	<p>Knowledge of effective approaches to supporting student transition and development in Higher Education</p> <p>Knowledge of issues affecting student engagement and development within HE sector [particularly at undergraduate level]</p> <p>Knowledge and experience using and supporting student Timetabling and Attendance Systems (CELCAT/SEAtS).</p> <p>Knowledge of working with quantitative and qualitative student data to inform programmes of work</p> <p>Educated to degree level</p>
Relevant Experience	<p>Significant experience of devising, delivering and evaluating programmes, preferably in an art and design HE environment.</p> <p>Experience of establishing and sustaining key working relationships with colleagues across different teams and co-creating with students.</p> <p>Experience of maintaining confidentiality and discretion. High level of understanding of equalities duties</p>
Communication Skills	<p>Excellent communication skills to effectively orally, in writing and using visual media adapting the message for a diverse audience in an inclusive and accessible way</p>
Leadership and Management	<p>Experience of leading on the gathering of information from varied sources and modes to inform the development of a student focused programme of work</p> <p>Coordinates work effectively, ensuring quality standards are met and programme goals achieved</p>
Planning and Managing resources	<p>Plans, prioritises and organises work to achieve objectives on time</p> <p>Work independently and flexibly</p>
Teamwork	<p>Works collaboratively in a team and across or with different</p>

	academics, staff colleagues and professional groups
Student Experience or Customer Service	Builds and maintains a positive, responsive relationship with students.
Creativity, Innovation and Problem Solving	Suggests practical solutions to unique problems through creativity and working flexibly Remains calm and focussed during potential difficulties and crises

October 2022