

<b>JOB DESCRIPTION &amp; PERSON SPECIFICATION</b>	
<b>Job Title:</b> Year Leader, BA Graphic Design	<b>Accountable to:</b> BA Graphic Design Course Leader
<b>Contract Length:</b> Permanent	<b>Hours/ FTE:</b> 22.2 / 0.6 FTE <b>Weeks Per Year:</b> 52
<b>Salary:</b> £46,423 to £55,932 per annum.	<b>Grade:</b> 6
<b>College:</b> Camberwell	<b>Location:</b> Peckham Road
<p><b>Purpose of the role:</b> To be responsible to the BA Graphic Design Course Leader for:</p> <ul style="list-style-type: none"> <li>• The academic leadership and management of one year of the BA Graphic Design Course, including the maintenance and enhancement of standards and responsibility for the design, development and delivery of the curriculum</li> <li>• The day to day management of one year of the BA Graphic Design Course including all areas of learning, teaching and assessment of students as well as resources allocated.</li> <li>• Observing and implementing the policies and procedures of the University and the College.</li> </ul>	
<p><b>Duties and Responsibilities</b> In consultation with the BA Graphic Design Course Leader, academic, administrative, managerial and technical colleagues (as appropriate) to:</p> <p><b>Academic</b></p> <ul style="list-style-type: none"> <li>• Contribute to the academic mission of the BA Graphic Design Course and its implementation as an active participant within the University and College committee structures, ensuring clarity of identity, currency of subject agendas, relevance of learning methods and the fulfilment of appropriate standards at each level of study.</li> <li>• Work with the Course Leader to provide the vision for one year of the BA Graphic Design Course, set the agenda for its development and maintaining and enhancing quality.</li> </ul> <p><b>Quality Management and Enhancement</b></p> <ul style="list-style-type: none"> <li>• Undertake the effective monitoring of one year of the BA Graphic Design Course and lead enhancement activities.</li> <li>• Contribute to, and where appropriate lead on the process of BA Graphic Design course and year development, minor modifications, major changes, BA Graphic Design Course validation, revalidation and review by the University, external agencies and professional bodies in liaison with relevant Deans/Associate Deans.</li> <li>• Analyse data on student progression and achievement with a view to identifying issues and trends and formulating appropriate action in response.</li> <li>• Contribute to the work of the academic committees of the University.</li> </ul> <p><b>Curriculum Design, Content and Organisation</b></p> <ul style="list-style-type: none"> <li>• Ensure that the year curriculum is relevant, current and consistent with the mission of the BA Graphic Design Course and the vision for the Course.</li> <li>• Ensure that the delivery of the year curriculum is organised and resourced</li> </ul>	

appropriately to the academic award, and to the learning styles and developmental stages of the students

- Liaise with the contextual studies team and other year leaders on the delivery of the curriculum of units.

### ***Learning Teaching and Assessment***

- Ensure that the learning (teaching and assessment) methods employed in the year are appropriate to the academic award, resources allocated, the demands of the subject and the learning styles and developmental stages of the students.
- Plan and manage the assessment process for one year of the BA Graphic Design, to comply 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.
- Undertake such teaching duties as are appropriate to the requirements of the BA Graphic Design and consistent with your areas of expertise.

### ***Student Support and Guidance***

- Ensure that students enrolled in one year are appropriately supported and provided with timely and constructive guidance for their academic development and pastoral care, fulfilling the policies and procedures of the University and the College and utilising appropriate channels and media
- In liaison with the Graphic Design Programme Administration Manager and the Programme Administrative team, ensure that information provided to students is current, accessible and consistent.
- Contribute to information provided to students by the University, College, Programme and Course.
- Ensure the maintenance of standards of student discipline of the BA Graphic Design as detailed within the Student Charter
- Ensure effective liaison with, and organisation of student representatives of the BA Graphic Design Course

### ***Student Progression and Achievement***

- In liaison with the Programme Administration Manager and administrative team, ensure that student records are maintained which are current, accurate and constructive.

### ***Managerial***

- Contribute to the leadership and management of the BA Graphic Design Course by working with academic, administrative, managerial and technical colleagues to ensure quality, consistency and clarity of Course delivery.
- Recruit, lead, manage and support the academic staff responsible for the delivery of one year of the BA Graphic Design Course, setting, promoting and maintaining appropriate educational and professional standards of good practice in all aspects of organisation, administration and delivery

- Work with colleagues across the College to ensure the highest possible standards of student experience in terms of:
  - Course promotion (provision of material, contribution to open days and other recruitment activities on – and off-site)
  - Student progression
  - Student recruitment
  - Student induction
  - Learning support
  - Disability support (only in respect of signposting to students and staff how appropriate professional support can be accessed)
- Produce reports and management information as required
- Undertake health and safety duties and responsibilities appropriate to the role and in accordance with University policies and procedure.

### ***Entrepreneurship and Enterprise***

- Promote a culture of enterprise within the year and across the BA Graphic Design Course as a whole, and amongst the student and staff community
- Operate in a collegiate manner in liaising with appropriate colleagues (i.e. BA Graphic Design Course Leader and team, Enterprise Units & Development Team) in order to contribute to the income generating and related sponsorship activities of the University and College in areas that are directly related to the BA Graphic Design Course.

### ***Professional***

- Establish and maintain appropriate dialogues and relationships with the subject community (academic, governmental and commercial) and its audiences, nationally and internationally, continually updating knowledge of national academic developments, subject and skills, and relevant industrial and technological developments for the benefit of the Course, colleagues and students.
- Undertake research and/or professional practice to maintain your subject currency as part of own continuing professional development to ensure you maintain your position as a leader in your field, actively promoting and contributing to the professional and research profile of the BA Graphic Design Course, as an individual and through research groups and / or consultancy projects.
- Support and contribute to the Course, Programme, School, College and University's external profile.
- Make a constructive contribution to the development of the broader academic and cultural direction of the College as required
- Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- 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.
- Conduct all financial matters associated with the role in accordance with the

University's policies and procedures, as laid down in the Financial Regulations.

- Perform such duties consistent with the role as may be assigned from time to time, anywhere within the University.

**Key Working Relationships:**

- Head of Design School, CCW
- Graphic Design Programme Director
- BA Graphic Design Course Leader
- BA Graphic Design Year Leaders
- Academic staff managed including Associate Lecturers and Visiting Practitioners
- Graphic Design Programme Administrative Team
- External partners
- Students

**Specific Management Responsibilities:**

**Course Budgets:**

Assist BA Graphic Design Course Leader by monitoring expenditure across following budget areas:

- Associate Lecturer/Visiting Practitioner budget across one year group
- Project budgets

**Course Staff:**

- Established academic staff
- Associate Lecturers / Visiting Practitioners

**Other (e.g. accommodation, equipment):**

To ensure appropriate staff are taking 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

**Person Specification**

Specialist Knowledge/Qualifications	<p><i>First Degree in Graphic Design or a related discipline</i></p> <p><i>Regarded as an authority in field of specialism both by internal and external peers, through a track record of research and/or professional practice.</i></p> <p><i>Knowledge, skill and experience of working with VLEs, Adobe Creative Suite and online communication tools.</i></p>
Relevant Experience	<p><i>Prior experience of leadership and management at HE level</i></p> <p><i>Experience of shaping and influencing developments within college/organisation through own contribution to area of expertise.</i></p> <p><i>Experience of leading and developing internal networks to pursue related interests and influence events or decisions.</i></p> <p><i>Experience of ensuring that time and resources are used effectively to their maximum efficiency, identifying ways of achieving objectives that result in service improvement.</i></p> <p><i>Experience of continuously reviewing areas identified for improvement and developing content and delivery methods, learning support and assessment mechanisms.</i></p>
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 or customer service	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

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.

### **Personality assessment:**

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: January 2020**