

## Job Description and Person Specification

### Job Title –Pathway Leader in Woven Textiles, BA Textile Design

Job Description	
<b>College/Service</b> Central Saint Martins	<b>Location</b> King's Cross
<b>Contract Length</b> Permanent	<b>Hours per week/FTE</b> 22.2 / 0.6
<b>Accountable to</b> Course Leaders, BA (Honours) Textile Design	<b>Weeks per year</b> 52
<b>Salary</b> £49.534 - £59.644 pro rata (£29.7204 - £35.7864 per annum)	<b>Grade</b> 6

Job Description
<b>Purpose of role</b>  The Pathway Leader in Woven Textiles is responsible for teaching, curriculum development, and on-going scholarship on the BA Textile Design. This course is part of the Jewellery, Textiles and Materials Programme at Central Saint Martins. The post-holder will work collaboratively within a course team, deploying specialist expertise to develop pedagogy and the curriculum in innovative and critical directions.

## Job Description

### **Purpose of role:**

The post-holder will be expected to undertake –

- Academic leadership for the woven textiles pathway.
- Responsibility for stage 2 and 3 woven textiles undergraduate students' pastoral support, progress and attendance, maintaining records and liaising with colleagues as appropriate.
- Pedagogic and curriculum development that stimulate thought and practice that challenge the canon of woven textiles with the aim of promoting diversity and inclusivity.
- Expand the capacity of the course design to inspire students in their creative practice and professional goals.
- Effective management and inspiring leadership within the woven textiles pathway, working collaboratively within the wider textiles team.

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:**

In consultation with the Course Leaders and in conjunction with the Programme Administration Manager (as appropriate) you are expected:

Teaching:

- To undertake teaching as appropriate to your areas of expertise in woven textiles and the subject areas of the Course, Programme or College.
- To stay abreast of developments in the pedagogy of arts and design education and within the field of woven textiles, and 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.

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- To extend the level of subject expertise and critical understanding on the Course so as to keep the curriculum at the forefront of creative and professional practice and relevant to a diverse and international 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 lead the organisation of assessment for stage 2 and 3 ensuring the rigour and parity of the process.
- 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 development as required with the specific focus of improving student engagement, experience and progression.
- To 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 Leader, to liaise with other staff to enhance and extend the educational and creative links between the Course and other courses across the Programme, College and University.
- To undertake scholarly activity (including research, knowledge exchange or teaching) relevant to the subject of textile design.
- To contribute to the devising and delivery of activities (including income generation) which will benefit students' educational experience and graduate outcomes.
- Familiar with debates and research relating to decolonising the curriculum and awarding gaps within the HE Sector.

## Job Description

### Quality, Management and Enhancement

- To contribute to strategic planning in relation to the course/programme in areas such as 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 leader, in order to further strategic objectives at course and college level.
- 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.

### 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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- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).

**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
- Assistant Deans
- Programme Administration Manager
- Technical Staff
- Student and Academic Support
- Language Centre
- Counselling Service

### Specific Management Responsibilities

- Budgets: Hourly Paid academic staff and consumables budget as allocated
- Staff: Hourly paid academic staff
- External visits and trips and associated budgets or equipment

Signed \_\_\_\_\_ (Recruiting Manager)

Date of last review \_\_\_\_\_ [Type in details]

## Person Specification

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#### Grade - 6

Shortlisting will be based on evidence (with appropriate examples where necessary) you provide in your personal statement to demonstrate clearly how you meet the following criteria.

All criteria listed is essential unless marked as desirable

Person Specification		
Means of Testing - A=application I=interview T=selection task		
Specialist Knowledge/Qualifications	Undergraduate degree in textile design or associated subject.	A
	Higher degree (e.g. MA) in textile design or associated subject <b>(Desirable)</b> .	A
	Teaching qualification (PG Cert or equivalent) <b>(Desirable)</b> .	A
	Member of the Higher Education Academy <b>(Desirable)</b> .	A
	A detailed knowledge and deep understanding of woven textile processes and practices in relation to academic and industry contexts, including digital platforms.	IA
Teaching	Experience of teaching & assessment in a higher education environment (permanent, fractional, or hourly paid contract).	A

	<p>Applies an inquiring, innovative and reflexive approach to teaching.</p> <p>Considers equality, diversity and inclusivity in all aspects of teaching and assessment.</p> <p>Shows commitment to understanding the range of students' experiences within a course.</p>	<p>TI</p> <p>IA</p> <p>IA</p>
<p>Leadership, Management and Teamwork</p>	<p>Collaborates and works effectively within a team and across different professional groups.</p> <p>Works effectively and respectfully with a wide range of people.</p> <p>Fosters inclusive and constructive team work and problem-solving.</p> <p>Day to day course management including delivery and development</p> <p>Experience of leadership and people management <b>(Desirable)</b> .</p>	<p>IA</p> <p>IA</p> <p>IA</p> <p>IA</p> <p>IA</p>

<b>Person Specification</b>		
Research, Knowledge Exchange and Professional Practice	Evidence of research, knowledge exchange and/or professional practice that contributes to the advancement of woven textiles activity and is relevant to the goals of the Programme, College and University.	IA
	Evidence of using contacts within subject peer group to develop partnerships or collaboration.	IA
	Familiar with debates and research relating to decolonising the curriculum and awarding gaps within the HE Sector.	
Planning and Managing Resources	Plans, prioritises and manages resources effectively to achieve objectives.	IA