



## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> Academic Lead - Study Abroad	<b>Accountable to:</b> International Programme Manager
<b>Contract Length:</b> Permanent	<b>Hours per week/ FTE:</b> 21/0.6
<b>Salary:</b> £49,534.00 - £59,644.00 per annum	<b>Grade:</b> 6
<b>College/ Service:</b> Operations & External Affairs/Academic Enterprise/AE International	<b>Location:</b> Various sites around UAL and through remote working

### Purpose of role

The Academic Lead - Study Abroad will be responsible for leading on quality assurance, curriculum development, continuous professional development (CPD), and on-going scholarship on the University's specialist Study Abroad courses. Up to 1,000 students a year studying art and design elsewhere in the world join UAL's degree or short-term Study Abroad courses for up to a year.

UAL offers five types of Study Abroad programmes:

- **Integrated** – Study Abroad students join an undergraduate course and study alongside UAL degree students for up to a year.
- **Semester** – 10-to-14-week courses. Study Abroad students study on a specifically designed Study Abroad semester programme which relates to their studies in their home university and/or area of specialism.
- **Optional Modules** - 3 week courses that run during Autumn, Winter and Spring.
- **Summer** – 3-to-8-week courses. Study Abroad students study on a specifically designed Study Abroad summer programme which relates to their studies in their home university and/or area of specialism.
- **Customised** – Custom designed courses and curriculum for closed groups of students from a specific partner institute/agent.

The top sending countries to Study Abroad at UAL are USA, Singapore, France, and Thailand with smaller numbers of students from a diverse range of countries.

We also deliver online Study Abroad courses to meet the needs of some of our partners.

More information about the Study Abroad programme can be found at:

<https://www.arts.ac.uk/study-at-ual/study-abroad>

The post-holder will lead a team of up to 120 hourly paid teaching staff delivering semester, optional, summer and customised Study Abroad. They will work closely with undergraduate course leaders across UAL to meet the needs of Study Abroad students integrated into degree courses. The role requires specialist expertise to develop pedagogy, innovation and critical thinking in the curriculum. They will work closely with Study Abroad students' home universities, who are our academic partners, and academic colleagues from across UAL.

This suite of study abroad courses is part of Academic Enterprise International, the department of UAL charged with generating surplus through provision of specialist education courses for the international market. Academic Enterprise also includes UAL Short Courses Ltd, and UAL ArtsTemps Ltd which is a recruitment service finding employment for UAL students and graduates.

The post-holder will be expected to undertake:

- The academic and quality assurance leadership of the Semester, Summer, Optional and Customised Study Abroad programmes delivered face to face and online.
- Development and oversight of appropriate quality assurance processes for Study Abroad. This work will involve working closely with UAL quality assurance teams to ensure appropriate processes and documentation are in place, which meet the needs of our students and partner institutions.
- The day-to-day oversight of the courses including all areas of learning, teaching and assessment of students.
- Close liaison with the programme management team to ensure appropriate resources are allocated and surplus generated.
- Contributing to and taking responsibility for student-centred learning, teaching and assessment delivery, providing academic support as necessary, delivering induction workshops on teaching and learning at UAL, monitoring student progress, supporting student transition back into their home institutions or postgraduate study at UAL.
- Pedagogic and curriculum development that stimulate thought and practice that challenge the canon of art and design practice with the aim of promoting diversity and inclusivity.
- Close working with marketing, admissions and course co-ordination colleagues to ensure the successful recruitment of students and successful delivery of courses both online and face to face.
- Close working with the AE Digital Learning Manager to ensure that online learning in Study Abroad is continually improved and developed for the benefit of student learning.

## **Duties and responsibilities**

### *Course Leadership and Management*

- To contribute to the academic mission of the Study Abroad courses and their implementation as an active participant within appropriate University 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.
- To provide the academic leadership for the Study Abroad courses, setting the agenda for their development and maintaining as well as enhancing quality.
- To contribute to the leadership and management of the courses by working with academic, administrative, managerial and technical colleagues to ensure quality, consistency and clarity of course delivery.
- To recruit, lead, manage and support the hourly paid staff responsible for the development and delivery of the courses, setting, promoting and maintaining appropriate educational and professional standards of good practice in all aspects of course organisation, administration and delivery. This will include ensuring tutor qualifications and references are checked and logged in line with UAL policies.
- To work with colleagues across AE International and UAL Colleges to ensure the highest possible standards of student experience in terms of:
  - Course promotion (provision of material, contribution to recruitment activities on – and off-site)
  - Student recruitment
  - Student induction (before and upon arrival in the UK)
  - Learning support
  - Course co-ordination and administration
  - Student progression
- To work with the English Preparation team to ensure that the development of the new pre-session English programme for study abroad is appropriate for the needs of study abroad students.

### *Teaching:*

- To ensure that the learning, teaching and assessment methods employed on the courses are appropriate to the academic award.
- To ensure that course design supports an appropriate range of teaching and learning styles.
- Working with UAL Colleges and Academic Registry to plan and manage the assessment process for the courses, to comply with University policy and appropriate academic

standards to ensure students are given constructive and timely feedback that helps them improve whilst meeting students' home university requirements when applicable.

- To extend the level of subject expertise and critical understanding of the courses to keep the curriculum at the forefront of creative and professional practice and relevant to a diverse and international range of students.
- To teach up to 30 hours per year on courses specific to the postholder discipline.

#### *Professional*

- To ensure that the commercial needs of Academic Enterprise International are considered when planning and delivering the courses. This includes ensuring that budgets are adhered to and appropriate documentation is produced for courses to be marketed and sold as well as understanding of student, agent and partner institution requirements.
- To develop a continuous professional development programme for hourly paid teaching staff across the Study Abroad courses including producing an annual academic training plan (but not necessarily deliver the plan).
- To organise and log training and to lead on formal and peer lesson observations and feedback.
- To initiate or engage in pedagogic inquiry and teaching development as required, with the specific focus of improving student engagement and learning.
- To participate in the engagement of students in feedback processes, and in consultation with the International Programme Manager and team, to respond to the issues raised through this engagement.
- To undertake scholarly activity (including research, knowledge exchange or teaching) relevant to Study Abroad.
- To contribute to the devising and delivery of activities which will benefit students' educational experience and outcomes.
- 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.

#### *Quality, Management and Enhancement*

- To undertake the effective monitoring of the courses as well as lead on quality assurance and enhancement activities.
- To contribute to, and where appropriate lead on the process of course development, reapproval and other reviews by the University, external agencies, and professional bodies.
- To contribute to, and where appropriate lead on the process of customised course development that meets the learning outcomes required by partner universities. and/or agents.
- To analyse data on student progression and attainment with a view to identifying issues and trends and formulating appropriate actions in response.
- 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 department and the 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

- To uphold UAL's commitment to safeguarding our students and help ensure individuals work, learn and develop within a safe environment.
- 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 Team including Hourly Paid Lecturers
- Associate Director AE International, Director of Academic Enterprise
- Head of Pre-sessional Programmes
- Associate Dean of International Student Experience
- International Programme Manager
- Other administrative Staff
- Student and Academic Support
- Counselling Service
- Study Abroad partners and home institutions
- Clients and partners for customised and group courses

**Specific Management Responsibilities:**

**Course budgets:**

- Course development budgets

**Course Staff:**

- Hourly paid lecturers

Signed:

Date of last review: 12/04/2023

(Recruiting Manager):

**Job Title:** Academic Lead Study Abroad

**Grade:** 6

PERSON SPECIFICATION	
Specialist Knowledge/Qualifications	<p>Relevant qualification at undergraduate and postgraduate level in a creative discipline</p> <p>Teaching qualification (PG Cert or equivalent)</p> <p>Detailed knowledge of quality assurance processes in art and design in the UK</p> <p>Knowledge of art and design practices/processes/ research</p> <p>Wide ranging and relevant cultural and contextual knowledge particularly in relation to international education and its application to teaching in art and design</p> <p>Detailed knowledge of quality assurance processes in art and design in the US or other overseas territory (Desirable)</p> <p>Member of the Higher Education Academy (Desirable)</p>
Relevant Experience	<p>Experience of teaching &amp; assessment in a higher education environment in the UK with particular focus on undergraduate delivery (permanent, fractional, or hourly paid contract) with expertise in any creative discipline</p> <p>Evidence of varied and diverse pedagogical approaches to teaching and delivery with particular experience in meeting international students' needs, while overall applies an inquiring, innovative, inclusive student-centred and reflexive approach to teaching and assessment</p> <p>Considers equality, diversity, and inclusivity in all aspects of teaching and assessment</p> <p>Evidence of development and delivery of taught workshops in relevant techniques and processes that engage student audience that is culturally and skill-wise diverse.</p> <p>Shows commitment to understanding the range of students' experiences within a course, in particular in supporting international student cohorts.</p>
Communication Skills	<p>Communicates in a compelling and influential way adapting the style and message to a diverse internal or external audience in an inclusive and accessible way</p> <p>Evidence of ability to promote the course effectively internally and externally in support of student recruitment processes</p>

Leadership and Management	Motivates and leads a team effectively and sets the direction of one or more function, promoting collaboration across formal boundaries and setting clear objectives to manage performance  Demonstrates a student-centred focus in learning, teaching and assessment
Research, Teaching and Learning	Uses knowledge of effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity.
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time.
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues or customers.
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve 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

**Last Updated: 12/04/2023**