

JOB DESCRIPTION

Job Title: Specialist Option Leader 0.6 Design for Theatre, Stage and Performance (DTSP)

Accountable to: Pathway Leader for Design

Contract Length: Permanent

Hours per week/FTE: 0.6

Weeks per year: 52

Salary: £44,708 - £53,865 pro rata

Grade: 6

College/Service: Camberwell, Chelsea, Wimbledon

Location: The Foundation Centre,
1 Wilson Road, SE5 8LU

Purpose of Role:

As Specialist Option Leader in Design for Theatre, Stage and Performance you will provide team leadership for the area in the Design Pathway of the Foundation Diploma.

Duties and Responsibilities

- To provide team management and co-ordination for Part 1 and the Specialist Option in the Pathway within CCW Further Education.
- To lead the Specialist Option of the Foundation Diploma and to take overall responsibility for the management of the Specialist Option within Foundation Diploma, including accurate timetabling, under the direction of the Pathway Leader and Programme Director.
- To ensure that the Specialist Option is appropriately designed and integrated into the Pathway in consultation with the Pathway Leaders, monitoring and developing it to maintain relevance, appropriateness and effectiveness.
- To ensure that all students and staff are adequately inducted and briefed about the Specialist Option and their context in the Pathway, Course, College and the University.
- To promote the Specialist Option and enable effective communications within the staff team, and between staff and students, and to foster and develop progression opportunities between Further Education and Undergraduate courses within CCW and UAL.
- To ensure that, in conjunction with the Pathway Leader, the Contextual Studies components of the Programme are integrated into the curriculum. This includes designing delivering relevant teaching and learning methods, devising assignments and the assessment of written components of the course.
- To ensure that, in conjunction with the Pathway Leader, any additional short courses are designed and delivered to meet the Awarding Bodies standards, including delivery, assessment and internal verification.
- To teaching and provide academic guidance and counselling in Part 1 and the Specialist Option.
- To manage Part 1 and Specialist Option staff, including Associate Lecturers and ensure and monitor that teaching is delivered as planned at the appropriate standard and quality, including tutorial coordination and implementation of the UAL Teaching Observation Scheme.
- Maintain adequate records and provide reports as required by the college and the University of the Arts London, including written assessment feedback to students.
- To liaise with College and University staff and the Pathway Leader in the design and deliver of the Specialist Option curriculum to ensure good student learning experiences. These include Administrative Staff, Academic
- Support staff, Language Classes, Library and Information Services.
- Liaise with those staff of the college and the University of the Arts London that relate to the work of the Further
- Education courses and their context, including the International Coordinator.

- To appraise Specialist Option staff including Associate Lecturers in accordance with The University of the Arts policy, and in conjunction with the Programme Director and Associate Dean of Progression, advise about their development and training needs.
- In conjunction with the Pathway Leader, ensure that the Specialist option is appropriately staffed within the allocated staffing budget.
- Participate in the promotion and recruitment of the course, including Open Days and Portfolio Reviews.
- In conjunction with the Programme Director and Associate Dean of Quality, ensure that teaching and learning opportunities of an appropriate standard and quality are provided for students and that these are assessed and monitored in accordance with the Course Handbook and Academic Regulations of the University. This includes participation in the UAL Teaching Observation scheme.
- Attend and participate in the business of Team Meetings and Further Education Forum.
- In conjunction with the Pathway Leader contribute to the production of the Annual Self-Assessment Report (SAR) within the timetable and format identified.
- To effectively manage the Specialist Option and Pathway Moodle site so as to enhance the student experience.
- 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 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
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Programme Director
- Pathway Leader
- Technical Staff
- Administrative Staff
- Academic Support
- Language Support

Specific Management Responsibilities

Budgets:

Staff:

Other (e.g. accommodation; equipment):

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: Specialist Option Leader CCW Foundation

Grade: 6

Person Specification

Specialist Knowledge/ Qualifications	Has a Relevant qualification in the field of Specialism.
Relevant Experience	Is an authority in the specialism both with internal and external peers.
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 in 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	Works collaboratively in a team and where appropriate across or with different professional groups
Student experience or customer service	Builds and maintains positive relationships with students or customers
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.