

Job Description and Person Specification

Job Title – Course Coordinator – BA FINE ART

College/Service Central Saint Martins	Location Kings Cross Campus
Contract Length Permanent	Hours per week/ FTE 14.8 hours / 0.4
Accountable to Course Leader BA Fine Art	Weeks per year Full-Time - 52 weeks
Salary £49,534.00 - £59,644.00 pro rata (£19,813.60 - £23,857.60 per annum)	Grade 6
Purpose of the role To support the Course Leader with - <ul style="list-style-type: none"> • The management of BA Fine Art, including the maintenance and enhancement of standards and responsibility for the design, development and delivery of the curriculum. • The continuous monitoring and enhancement planning for the course and its pathways. • The day-to-day management of the course with a particular emphasis on quality procedures (including assessment, timetabling and admissions), and curriculum enhancement. • The day-to-day co-ordination and management of learning support, timetabling and admissions (including the design, development and delivery of associated curriculum) • Working collegially across the College and University so as to ensure the Programme is fully embedded within the wider institutional context. • Observing and implementing the policies and procedures of the University and the College. 	
Duties and Responsibilities In consultation with academic, administrative, managerial and technical colleagues (as appropriate) to - Academic Leadership <ol style="list-style-type: none"> 1. In consultation with Course Leader and Programme Director provide the vision for learning support, academic timetabling strategy and admissions, set the agenda for its development and 	

the maintenance and enhancement of quality.

2. Contribute to the formulation, continuous review and implementation of the academic of the Programme and its constituent courses, ensuring clarity of identity, currency of subject agendas, relevance of learning methods and the fulfilment of appropriate standards.

Quality Management and Enhancement

3. Contribute to, and where appropriate lead on the process of course development (including new courses) and review by the University, College, external agencies and professional bodies.
4. Actively participate in the work of the academic committees of the University and College, including Boards of Studies and Course Committees beyond the programme.
5. Contribute to, and support the Course Leader with process of course development, minor modifications, major changes, validation, revalidation and review by the University and external agencies in liaison with relevant Deans/Associate Deans.
6. Analyse data on student progression and achievement with a view to identifying issues and trends and formulating appropriate action in response.

Curriculum Design, Content and Organisation

7. Ensure that the curriculum is relevant, current and consistent with the mission of the Programme, the vision for - and the expectations of the awarding body.
8. Ensure that the delivery of the curriculum is organised in a way appropriate to the learning styles and developmental stages of the students and to the resources available.

Learning Teaching and Assessment

9. Work with Course Leader to ensure that the learning (teaching and assessment) methods employed on the Course are appropriate to; the academic award, resources allocated and the demands of the subject, and the learning styles and developmental stages of the students.
10. Plan and manage the assessment process for the Course, to comply with University policy and appropriate academic standards to ensure students are given constructive and timely feedback that helps them improve.
11. Contribute to University committees, such as Assessment Panels, Boards of Examiners and their sub-boards, as appropriate.
12. Undertake such teaching duties as are appropriate to the requirements of the course and consistent with your areas of expertise.

Student Support and Guidance

13. Contribute to information provided to students by the University, College and Programme
14. Ensure the maintenance of standards of student discipline on the Course as detailed within the Student Charter

15. Ensure effective liaison with, and organisation of student representatives for the course.

Professional

16. 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 Programme, as an individual and through research groups and / or consultancy projects.
17. Support and contribute to the Course, Programme, College and University's external profile.
18. Make a constructive contribution to the development of the broader academic and cultural direction of the College as required

General

19. To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
20. To undertake health and safety duties and responsibilities appropriate to the role.
21. To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality, diversity and inclusion in your work.
22. 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.
23. To make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
24. 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.
25. 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 -

- Course Leader
- Senior managers
- Managers at same level
- Academic staff managed
- Programme Administration, Course Support, Registry, and Quality.
- External partners
- Students

Signed - ALEX SCHADY



(Recruiting Manager)

Date of last review - 15 December 2022

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Grade – 6

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.

All criteria listed is essential unless marked as desirable

Person Specification	
Specialist Knowledge/Qualifications	<p>Undergraduate degree in the arts, fine art or associated subject.</p> <p>Higher degree (e.g. MA) in the creative arts, fine art or associated subject (Desirable).</p> <p>Teaching qualification (PG Cert or equivalent) (Desirable).</p> <p>Member of the Higher Education Academy (Desirable).</p> <p>Developing a profile in the field/s relevant to fine art and art and science creative practices.</p>
Relevant Experience	<p>Experience of facilitating, teaching and a background in fine art and art practices.</p> <p>Experience of successfully managing a team at UG or PG level, delivering positive student experience and building staff and student community.</p> <p>Experience of planning and delivery of activities through a range of face to face teaching and digital platforms.</p>
Communication Skills	<p>Communicates effectively orally and in writing adapting the medium and the message for a diverse audience in an inclusive and accessible way.</p>

Person Specification	
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance.
Research, Teaching and Learning	Applies innovative digital 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	Contributes to improving or adapting provision to enhance the online student experience or customer service.
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems.

Last Updated - 06 03 2023