

Job Description	
Job Title: Curriculum Leader, Fashion and Textiles, Foundation Diploma in Art and Design	Salary: £47,120 – £56,771 per annum
Contract Length: Permanent	Hours/ FTE: 37 / 1.0FTE
Grade: 6	Location: Archway and King's Cross
Accountable to: Programme Director, Access and Progression in Art and Design	College/ Service: Central Saint Martins
<p>Purpose of the role:</p> <p>To be responsible to the Programme Director for:</p> <ul style="list-style-type: none"> Contributing to the overall academic leadership and management of the Programme and its constituent courses, ensuring the maintenance and enhancement of standards. Lead on specific aspects of provision across the Course and Programme. Working collegially across the College and University so as to ensure the Programme is fully embedded within the wider institutional context. The day-to-day leadership and management of the Curriculum Area including all areas of learning, teaching and assessment of students, the design, development and delivery of the curriculum as well as resources allocated. Observing and implementing the policies and procedures of the University and the College. 	
<i>Duties and Responsibilities</i>	
<p>In consultation with academic, administrative, managerial and technical colleagues (as appropriate) to:</p> <p>Academic</p>	

- 1) Contribute to the formulation, continuous review and implementation of the academic mission 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.
- 2) In consultation with the Programme Director provide the vision for the Curriculum Area, set the agenda for its development and maintaining and enhancing quality.

Quality Management and Enhancement

- 3) Undertake the effective monitoring of the Curriculum Area and lead enhancement activities particular to the curriculum area and contribute to cross-Course and Programme initiatives. This includes the analysis of data on student progression and achievement with a view to identifying issues and trends and formulating appropriate action in response.
- 4) Contribute to, and where appropriate lead on the process of curriculum development (including new courses) and review by the University, College, external agencies and professional bodies.
- 5) Actively participate in the work of the academic committees of the University and College, including Boards of Studies and Course Committees beyond the programme.

Curriculum Design, Content and Organisation

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

Learning Teaching and Assessment

- 8) Undertake such teaching duties as are appropriate to the requirements of the Programme and its constituent courses which are consistent with your areas of expertise.
- 9) Ensure that the learning, teaching and assessment methods employed in the Curriculum Area are appropriate to the academic award, resources allocated, and the demands of the subject and the learning styles and developmental stages of the students. This will include preparing and/or supervising the preparation of:
 - Schemes of work
 - Lesson plans

- Assignments and project briefs
 - Learning materials
- 10) In collaboration with the Academic Coordinator and PAM, plan and manage the assessment process for the Curriculum Area, to comply with University policy and the requirements of the Awarding Body, ensuring students are given constructive and timely feedback that helps them improve.
 - 11) Contribute to Assessment, Verification and Confirmation Panels as appropriate.

Student Support and Guidance

- 12) Ensure that students enrolled in the Course and Curriculum Area 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.
- 13) Ensure that information provided to students is current, accessible and consistent with best practice.
- 14) Contribute to information provided to students by the University, College and Programme.
- 15) Ensure the maintenance of standards of student discipline as detailed within the Student Charter.
- 16) Ensure effective liaison with, and organisation of student representatives for the Curriculum Area.

Student Progression and Achievement

- 17) Ensure that student records are maintained which are current, accurate and constructive and which are consistent with University policy.
- 18) Be responsible for and, where appropriate, lead the recruitment, selection and progression processes applicable to the Programme, and Course, ensuring the correct delivery of the University Admissions Policy and any other related policies.

Managerial

- 19) Contribute to the leadership and management of the Course and Programme by working with academic, administrative, managerial and technical colleagues to ensure quality, consistency and clarity of course delivery.
- 20) Lead, manage and support the academic staff responsible for the delivery of the Curriculum Area, setting, promoting and maintaining appropriate educational and professional standards of good practice in all aspects of course delivery, organisation and administration, including undertaking the

observation of learning and teaching in accordance with University procedures.

- Student induction
- Learning support
- Disability support

21) Produce reports and management information as required.

22) As agreed with the Programme Director on an annual basis through the PRA, adopt cross-Course and/or Programme co-ordinating responsibilities in areas such as:

- Open Days
- Timetabling
- End of Year Exhibition
- Digital Literacy
- Etc.

23) Undertake health and safety duties and responsibilities appropriate to the role and in accordance with University policies and procedure.

Entrepreneurship and Enterprise

24) Promote a culture of enterprise within the Curriculum Area and amongst the student and staff community.

25) Operate in a collegial manner in liaising with appropriate colleagues (i.e. External Relations, Innovation & Business and Development teams) in order to contribute to the income generating and related sponsorship activities of the University, College, Programme and Course

Professional

26) 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 Programme, colleagues and students.

27) Undertake research and/or professional practice to maintain your subject currency as part of your 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.

28) Support and contribute to the Course's, Programme's, College's and University's external profile.

29) Make a constructive contribution to the development of the broader academic and cultural direction of the College as required

- 30) To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality diversity and inclusion in your work.
- 31) Make full use of all information and communication technologies, adhering to data protection policies, to meet the requirements of the role and to promote organisational effectiveness.
- 32) Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- 33) Perform such duties consistent with the role as may be assigned from time to time, anywhere within the University.

Key Working Relationships:

- Programme Director
- Other Curriculum Leaders and Academic Coordinator
- Programme Administrative Manager and Team
- HPLs
- Students

Specific Management Responsibilities:

- Budgets as allocated
- Associate Lecturers / Visiting Practitioners

Other (e.g. accommodation, equipment):

- Office environment, fixtures and fittings
- Studio environment, fixtures and fittings
- Allocated equipment

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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.

Person Specification	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> • Undergraduate degree in a relevant arts and design subject. • Postgraduate degree in a relevant arts and design subject • PhD in a relevant arts and design subject. (Desirable) • A professional qualification in post-compulsory age learning and teaching. • Detailed knowledge of a relevant aspect of arts and design practice, including contemporary international practices. • Detailed knowledge of learning and teaching in art and design. • Knowledge of the operation of OFSTED assurance processes.
Relevant Experience	<ul style="list-style-type: none"> • Substantial experience of delivery of FE 3 and 4 qualifications in arts and design, including the development of curriculum and conducting assessment. • Experience of delivery of learning and teaching at HE levels 4, 5 and 6. (Desirable) • Substantial experience of resource and human resource management. • Substantial experience of operating quality assurance and enhancement procedures. • Substantial experience of relevant practice in arts or design.
Communication Skills	<ul style="list-style-type: none"> • Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way.
Leadership and	<ul style="list-style-type: none"> • Motivates and leads a team effectively, setting clear

Management	objectives to manage performance.
Research, Teaching and Learning	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Contributes to advancing professional practice/research or scholarly activity in own area of specialism.
Planning and managing resources	<ul style="list-style-type: none"> • Plans, prioritises and manages resources effectively to achieve long-term objectives.
Teamwork	<ul style="list-style-type: none"> • Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration.
Student experience or customer service	<ul style="list-style-type: none"> • Contributes to improving or adapting provision to enhance the student experience or customer service.
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> • Suggests practical solutions to new or unique problems.

Last Updated: September 2021