

Job Description and Person Specification

Job Title – Senior Lecturer in Diploma in Professional Studies (School of Art)

| Job Description | |
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| College/Service Camberwell Chelsea Wimbledon | Location Peckham Rd & Millbank |
| Contract Length Permanent Commencing 9 January 2023 | Hours per week/FTE 22.2 / 0.6 |
| Accountable to Programme Directors, School of Fine Art | Weeks per year AYR |
| Salary £48,534 - £58,474 pa pro rata | Grade 6 |

| Job Description |
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| <p>Purpose of role</p> <p>The Diploma in Professional Studies (DPS) is an optional year out in industry between the second and fourth year of a 4 year undergraduate course within CCW. The DPS offers students within CCW the opportunity to undertake up to five placements within the academic year.</p> <p>The post holder will oversee the introduction and preparation stage of the DPS for Fine Art students, delivering lectures, seminars and 1:1 tutorials. They will advise students on placement opportunities and sign off placement paperwork. During the</p> |

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placement year the post holder will offer support and regular 1:1 tutorials and mentoring to students, as well as monitoring progress and running group seminars. The post holder will assess and feedback student progress, both formative and summative.

The post-holder will work collaboratively with the CCW Diploma in Professional Studies development team and the School of Fine Art across Chelsea and Camberwell, deploying specialist expertise to develop pedagogy and external industry links in innovative and critical directions.

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Purpose of role

The post-holder will be expected to undertake –

- Responsibility for the Fine Art Diploma in Professional Studies students' pastoral support, progress and attendance, maintaining records and liaising with colleagues as appropriate.
- Pedagogic and curriculum development of industry placement learning that stimulate thought and practice that challenge the canon of fine art with the aim of promoting diversity and inclusivity.
- Develop external industry links and relationships.

This responsibility is of immediate strategic importance and may develop or change in the light of new priorities.

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

Teaching:

- To give operational and strategic leadership to the Diploma in Professional Studies within the School of Fine Art.
- To be responsible for the preparation, tutoring, support, monitoring and evaluation of the Diploma in Professional Studies within the School of Fine Art.
- To undertake teaching as appropriate to your areas of expertise and the subject areas of the Course, Programme or College.
- To stay abreast of research and other developments in industry learning 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 industry 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 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.
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- 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 relevant to the subject
- To contribute to the devising and delivery of activities (including income generation) which will benefit students' educational experience and graduate outcomes.
- To be 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
- CCW and UAL Diploma in Professional Studies staff
- Programme Director
- Assistant Deans
- Programme Administration Manager
- Technical Staff
- Library and Student Services
- Academic Support
- Language Centre
- Counselling Service

Specific Management Responsibilities

- **Placement learning**

Signed:



(Samantha Jarman)

Date of last review: November 2022

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Person Specification

Job Title - Senior Lecturer Diploma in Professional Studies (School of Art) 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.

| Person Specification | | |
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| Means of Testing - A=application I=interview T=selection task | | |
| Specialist Knowledge/Qualifications | Undergraduate degree in performance design or associated subject. | A |
| | Higher degree (e.g. MA) in an associated subject (Desirable). | A |
| | PhD or Higher level research degree (Desirable). | A |
| | Teaching qualification (PG Cert or equivalent) (Desirable). | A |
| | Member of the Higher Education Academy (Desirable). | A |
| Teaching | Experience of teaching & assessment in a higher education environment (permanent, fractional, or hourly paid contract). | A |

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| Person Specification | | |
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| | Applies an inquiring, innovative and reflexive approach to teaching. | TI |
| | Considers equality, diversity and inclusivity in all aspects of teaching and assessment. | IA |
| | Shows commitment to understanding the range of students' experiences within a course. | IA |
| Leadership, Management and Teamwork | Collaborates and works effectively within team and across different professional groups. | IA |
| | Works effectively and respectfully with a wide range of people. | IA |
| | Fosters inclusive and constructive team work and problem-solving. | IA |
| Research, Knowledge Exchange and Professional Practice | Evidence of research, knowledge exchange and/or professional practice that contributes to the advancement of industry placement learning 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 |
| Planning and Managing Resources | Plans, prioritises and manages resources effectively to achieve objectives. | IA |