

| JOB DESCRIPTION AND PERSON SPECIFICATION | |
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| Job Title: Stage 1 Leader (Senior Lecturer) BA Architecture | Accountable to: Course Leader, BA (Hons) Architecture, Spatial Practices |
| Contract Length: Permanent | Hours per week/ FTE: 37/ 1FTE |
| Salary: £47,120 - £56,771 per annum | Grade: 6 |
| College/ Service: Central Saint Martins | Location: King's Cross |
| <p>Purpose of role</p> <p>The Stage 1 leader is responsible for the provision of academic leadership of the Stage 1 curriculum. The role includes the teaching, curriculum development, and day to day running of Stage 1 (first year) on the BA Architecture Course. This course is part of the Spatial Practices Programme at Central Saint Martins. The post-holder will work collaboratively within a course team, deploying specialist expertise to develop pedagogy and the curriculum in innovative and critical directions.</p> <p>The post-holder will be expected to undertake:</p> <ul style="list-style-type: none"> • Responsibility for a year group of undergraduate students' pastoral support, progress and attendance, maintaining records and liaising with colleagues as appropriate. • Pedagogic and curriculum development that stimulates thought and practice relating to how spatial practices respond to current environmental, societal, ethical and professional challenges, and promotes diversity and inclusivity. • Plan, coordinate and deliver teaching in Stage 1 and across the BA Architecture course as required. • Shared responsibility for student engagement, attainment and progression, maintaining records and liaising with colleagues as appropriate. • Contribute to the course design in support of university procedures and external professional validation requirements. <p>This responsibility is of immediate strategic importance and may develop or change in the light of new priorities.</p> <p>The post-holder is expected to uphold and implement the policies and procedures of University of the Arts London and the College.</p> | |
| <p>Duties and responsibilities</p> <p><i>Teaching:</i></p> <ul style="list-style-type: none"> • To undertake teaching as appropriate to your areas of expertise and the subject areas of the Course, Programme or College. • Contribute to the academic mission of the Programme and its implementation as a member of the Programme Team, ensuring clarity of identity, currency of subject agendas, relevance of learning methods and the fulfilment of appropriate standards at each level of study. • To stay abreast of research and other developments relating to an education in architecture and spatial practices 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. • To ensure the curriculum is up to date with international, national and local professional regulations, codes and standards, including climate targets, relevant to the teaching and professional qualification of undergraduate and postgraduate architecture students, and the spatial design and built environment professions. • To extend the level of subject expertise and critical understanding on the courses in • <u>Leading and coordinating the stage 1 design studio unit. This includes the preparation of project briefs, briefings with tutors and students, planning and organising reviews and assessment.</u> | |

- Leading and coordinating stage 1 media in support of the design studio. This includes the commissioning of hourly paid lecturers, coordinating and delivering teaching sessions.
- Enhance the Stage 1 student experience by leading and coordinating an end of year stage 1 exhibition of work and projects review.
- Contribute to end of year course events, including exhibitions, on-line showcasing of student work and prize givings.
- To stay abreast of developments in creative and critical pedagogies relevant to the programme and to ensure that these developments are reflected in the evolution of the teaching and learning methods employed on courses and pathways.
- To support, develop and co-operate on climate emergency initiatives across the programme and within the College and UAL.
- 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.
- To lead and deliver on academic projects as required.

Professional

- To initiate or engage in pedagogic inquiry and teaching development as required with the specific focus of improving student engagement, experience, attainment and progression.
- To participate in the engagement of students in feedback processes, and in consultation with the course teams and course leaders, respond to the issues raised through this engagement.

- 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.
- 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 and professional developments, subject and skills, and relevant industrial and technological developments for the benefit of the programme, courses, colleagues and students.
- To undertake scholarly activity (including research, knowledge exchange or teaching) relevant to the subjects of architecture and spatial practices 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.
- To engage with and adhere to the requirements of professional accreditation.
- To contribute to the devising and delivery of activities (including income generation) which will benefit students' educational experience and graduate outcomes.
- Familiar with debates and research relating to decolonizing the curriculum and awarding gaps in the HE sector.

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 actively support and lead where required processes of curriculum and course management, in liaison with the course leader, the programme administrator and the student community.
- To be a member of Course Committees in the Programme and of such other committees, including other course committees and examination boards, as the Dean of School or Head of College require.
- In consultation with the Programme Director and Course Leaders, to liaise with other staff to enhance and extend the educational and creative links between the Courses and other courses across the Programme, College and 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 your 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 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 Leaders & Course Teams including Hourly Paid Lecturers
- Programme Director

- Deans and Assistant Deans
- Programme Administration Manager
- Technical Staff
- Student and Academic Support
- Language Centre
- Counselling Service
- Library team
- CSM and UAL Climate Action groups
- Centre for Race and Practice Based Social Justice
- External partners

Specific Management Responsibilities:

Course Budgets:

Assist Programme Director/Course Leader by monitoring expenditure across the following budget areas:

- Associate Lecturer/Visiting Practitioner budget
- Consumables budget
- Project budgets

Course Staff:

- Established academic staff
- Associate Lecturers / Visiting Practitioners

Other (e.g. accommodation, equipment):

To ensure appropriate staff are taking action where the following are in need of repair or maintenance:

- Academic office(s) and associated equipment, fixtures and fittings
- Studio(s) and associated equipment, fixtures and fittings

Signed:

(Recruiting Manager):
04.07.2021

Date of last review:

Job Title: BA Architecture Stage 1 Leader (Senior Lecturer)

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 A=application I=interview S=selection task | | |
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| Specialist Knowledge/Qualifications | Qualified Architect (desirable) | A |
| | Masters Degree or equivalent in Architecture | A |
| | Research Degree in Architecture (desirable) | A |
| | RIBA membership | A |
| | ARB registered, or equivalent (desirable) | A |
| | Teaching qualification (PG Cert of 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 |
| | 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 a team and across different professional groups. | IA |
| | Works effectively and respectfully with a wide range of people. | IA |
| | Fosters inclusive and constructive teamwork and problem-solving. | IA |
| | Industry / professional experience of leading projects with partners and diverse participants (desirable). | IA |
| Research, Knowledge Exchange and Professional Practice | Evidence of research, knowledge exchange and/ or professional practice in architecture and related spatial practices, which contributes to its advancement and is relevant to the goals of the Programme, College and University. | IA |

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| | <p>Evidence of using contacts within subject peer group to develop partnerships or collaboration.</p> <p>Familiar with debates and research relating to decolonizing the curriculum and awarding gaps within the HE sector.</p> | IA |
| Planning and managing resources | Plans, prioritises and manages resources effectively to achieve objectives. | IA |

Last Updated: 23.06.2021