

## JOB DESCRIPTION

**Job Title:** Educational Developer (Diversity and Inclusion)      **Accountable to:** Head of Arts Education  
**Contract Length:** 2 years      **Hours per week/FTE:** 1 FTE      **Weeks per year:** 52  
**Salary:**      **Grade:** 6  
**College/Service:** Teaching and Learning Exchange, ADS      **Location:** High Holborn

### Purpose of Role:

To provide pedagogic support for staff to enhance educational practice in relation to diversity, inclusivity and student attainment through project leadership, educational development and scholarship aligned to the priorities of the University of the Arts London Student Attainment Project.

### Duties and Responsibilities

- To provide academic development leadership and expertise in relation to the implementation of inclusive teaching, learning and assessment practice through the planning, delivery and evaluation of the objectives of the University of the Arts London Student Attainment Project
- To contribute to the development and delivery of a programme of educational development to support the implementation of inclusive curriculum including teaching, learning and assessment
- To work in partnership with staff across the University, sharing expertise and providing support, to enhance the inclusive learning experience for students, principally through relevant inclusive learning enhancement projects to support the implementation of university and college strategic equality and attainment initiatives
- To develop guidance and create print and on line resources to support the enhancement of inclusive teaching, learning and assessment
- To promote the sharing and dissemination of good practice in relation to inclusive practice from within and outside the university
- To provide support to identified course teams and other stakeholders in interpreting and responding to student demographic and attainment data as part of continuous monitoring, quality review, (re)validation and, if appropriate, the Making a Difference Project
- To undertake wide consultation with key stakeholders – e.g. students, SUARTS, alumni, UAL staff and external stakeholders to identify ways they can support work to address the attainment gap.
- To raise the profile and reputation of the University's work in this area through internal and external networking, reporting to relevant committees and staff groups, presentation at conferences and scholarly publications
- To contribute as a tutor to the Teaching and Learning Exchange accredited Masters in Academic Practice provision in line with areas of expertise
- To identify, manage and report on budgets to ensure that staff and resources are used effectively in the delivery of the project objectives
- To gain understanding of the barriers experienced by marginalised communities
- 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 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 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

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

- Head of Arts Education
- Dean of Learning, Teaching and Enhancement
- Heads of College
- Programme Manager
- Equality and Diversity Team
- Disability Service
- UCPU
- Registry
- Relevant staff groups and communities of practice, including GEMS (Group for the Equality of Minority Staff) and Shades of Noir

**Specific Management Responsibilities**

**Budgets:** Project budget

**Staff:** Fixed term project staff including ArtsTemps

**Other** (e.g. accommodation; equipment): N/A

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

**Job Title:** \_\_\_\_\_ **Grade:** 6

**Person Specification**

Specialist Knowledge/Qualifications	<p><i>Post graduate qualification in area that aligns with UAL art, design, media curriculum or in general education</i></p> <p><i>Detailed knowledge of diversity and inclusion in an educational setting.</i></p> <p><i>Teaching Qualification</i></p>
Relevant Experience	<p><i>Experience of addressing diversity and inclusion agendas in an educational setting</i></p> <p><i>Experience of excellent teaching or staff development in FE or HE</i></p>

	<i>Experience of working with staff to address attainment gaps in educational setting</i>
Communication Skills	Communicates effectively and persuasively orally and in writing adapting the message for diverse audiences in an inclusive and accessible way
Leadership and Management	Motivates and leads effectively, setting clear objectives to manage performance and inspire change
Research, Teaching and Learning	Applies innovative approaches teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
	Applies own research to develop academic practice
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in diversity and inclusion
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 provision to enhance the student experience
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems in the area of inclusion and diversity

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