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JOB DESCRIPTION	
Job Title: Associate Dean: Quality	**Salary:** Competitive
Grade: Individual contract	**Location:** Central Saint Martins, Kings Cross
Reports to: Dean of Academic Strategy *Professional accountability to Deans of Academic Programmes.*	**Section:** Head of College Office

Purpose of Role:

The role of Associate Dean: Quality requires proactive knowledge and experience of curriculum design and developments in learning, teaching and assessment in Higher Education. The Associate Dean is responsible for the management of quality assurance arrangements relating to the development, validation, modification and continuous monitoring of subjects, courses and programmes.

The role has three main priorities:

- **Academic development and validation:** Working with the Dean of Academic Strategy, strategically lead, manage and coordinate the development of programme and course proposals including providing support and feedback to course teams through pre- and post-validation and reapproval

- **Development of quality and academic culture:** Working with the Deans of Academic Programmes support course and programme teams in their engagement with and development of a high quality and inclusive academic culture and good practice in course development, validation and re-approval, and the on-going embedding of these practices throughout the academic year in keeping with the College's commitments to social justice, diverse and inclusive learning environments and sustainability

- **Monitoring and evaluation**: Working in close collaboration with the College and University Quality teams, provide advice and guidance to course teams on the monitoring and evaluation of our taught provision, including compliance with quality procedures

Duties and responsibilities

- To stay abreast of developments in the pedagogy of art and design education and to promote the development and enhancement of teaching, learning and assessment methods employed by the courses in the College.

- To stay abreast of developments in Quality Assurance, Standards and Enhancement for Higher Education environment (QAA, HEFCE, LSC, HEA, etc) and to keep

colleagues informed of such developments and their implications for the work of the Colleges.

- To liaise with Quality colleagues across the College and the University in predicting and responding to such developments, including the membership of committees or working parties at each level.

- Lead the development, implementation, delivery and monitoring of the College's Quality strategy from an academic perspective as well as contribute to the UAL Quality strategy

- Provide oversight to the College Management Team for data relating to Quality activities; identifying key issues and action points as well as development /improvement strategies and co-ordinate and support academic staff in the implementation of recommendations

- Work with Deans of Academic Programmes and Associate Deans on the embedding of Research, Knowledge Exchange, and Teaching, Learning and Enhancement initiatives into curricula at all levels

- Working in collaboration with the Academic Strategy team, manage, support and deliver the College's academic strategy through the provision of staff development activities relating to Academic Development and Quality

- To provide quality enhancement and pedagogic expertise at College or University level, including acting as educational and/or professional consultant to other courses as required.

- To draft documentation and, where appropriate, develop procedures relating to Quality Assurance, Standards and Enhancement requirements.

- Chair College committees e.g. College Quality and Approvals Committee, and membership of relevant college committees

- To plan and manage programmes of work for validation, review and audit at college level and contribute to such activities at University levels.

- To co-ordinate all aspects of the Annual Monitoring process and support the production of the Dean of Academic Programmes' Annual Reports.

- Work with the Deans of Academic Programmes and other Associate Deans in supporting programmes and courses through processes of monitoring, validation and enhancement, and ensuring quality assurance and enhancement activities are embedded in these processes

- Working with the Dean of Academic Strategy and Quality Manager, ensure standards

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for the College in the processes and practices of course development, validation, enhanced monitoring and revalidation.

- Identify and disseminate good practice in academic development and support Dean of Academic Strategy to undertake 'business planning' and course costing of new course initiatives.

- To accurately interpret and ensure the implementation of the University's Academic Affairs Policies Procedures by all members of college staff.

- To represent the College or University at national and international levels in the Quality Assurance, Standards and Enhancement community.

- To oversee, coordinate, plan and manage all aspects of the appointment and support of External Examiners ensuring rigour and diversity in all appointments

- Working in collaboration with the Dean of Academic Strategy, Quality Manager and Deans of Academic Programmes, oversee and manage course development budget for reapproval, validation, reviews and other academic strategic priorities

- To design and implement staff development activities to enhance colleagues' understanding of Quality Assurance, Standards and Enhancement agendas and to facilitate the sharing of good practice

- To enhance and extend the educational and creative links between the courses across the College and University.

- To contribute to the strategic initiatives and effective management of the College through active participation in the College Strategy Group

- To be, ex officio, a member of the College Academic Committee and other committees as the Dean of Academic Strategy, Deans of Academic Programmes or Head of College require.

- To contribute to any College or University internal audits or interim reviews on behalf of the College Academic Committee while working with academic teams to ensure appropriate actions take place in response to internal and external audits.

- To take a pro-active role in identifying and sharing examples of good practice and working with practitioners to evaluate examples of good practice, determine their transferability, make recommendations for dissemination and, where appropriate, devise an appropriate implementation across the College

- To undertake research and scholarly activity relevant to the area, your responsibilities and professional practice and maintain the level of your expertise in line with the latest developments in arts and design.

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General

- Contribute to the effective leadership and efficient management of the College by being an active member of College management teams and convening management teams appropriate to your areas of responsibility

- To undertake health and safety duties and responsibilities appropriate to the role

- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)

- To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality, diversity and inclusion in your work

- A commitment to the University of the Arts London's Equal Opportunities Policy, together with an understanding of how it operates within the responsibilities of this post.

- 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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Key Working Relationships
- Head of College/Pro Vice Chancellor
- Dean of Academic Strategy and Deans of Academic Programmes
- College Quality Manager, College and University Quality Teams

- Associate Deans for Research, Knowledge Exchange, Student Experience, and Teaching, Learning and Enhancement
- College Head of Registry and Academic Registry colleagues

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Specific Management Responsibilities

Budgets: Manage ongoing/project-related budgets associated with key areas of responsibility as determined with the Executive team.

Staff: Line management responsibility to be determined.

Other: Significant task leadership and management responsibility

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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	Good understanding of the national quality assurance standards and enhancement debates in UK Higher Education Knowledge of educational pedagogy and current issues in FE, UG, PG Experience of shaping and influencing academic developments in relation to academic development and quality with demonstrable experience of working towards social justice goals, widening participation, and an appreciation and commitment to ethical practices An understanding and an appreciation of the potential of the digital in teaching, learning, assessment, and quality management
Relevant Experience	Postgraduate qualification in related subject or equivalent professional experience Experience of current pedagogic practice/research within higher education, particularly art and design Experience of curriculum development and/or teaching and examining at undergraduate or postgraduate levels in art and design Experience of national quality assurance standards and enhancement procedures and requirements, e.g. quality review and audit Ability to scenario plan, risk manage, set and implement strategy at a time of change in the HE (Higher Education) sector HEA qualification or equivalent **(desirable)** Project management experience in an education or professional context **(desirable)** Experience of successful pedagogic funding applications **(desirable)**

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	Experience of working at subject/course leader or programme director level **(desirable)**
Communication Skills	Communicates in a compelling and influential way adapting the style and message to a diverse internal or external audience in an inclusive and accessible way Excellent inter-personal and team building skills. An effective communicator with academic and non-academic staff, students, and external stakeholders
Leadership and Management	Motivates and leads a team effectively and sets the direction of one or more function, promoting collaboration across formal boundaries Fosters an environment that embraces change, helps others to accept new ideas and make change happen Works calmly under pressure and understands the importance of cooperation and co-authorship
Research, Teaching and Learning	Applies innovative approaches in leading academic programmes, 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	Proven ability to translate potential and capacity into workflow plans and effectively manages operational activities or large projects to achieve delivery of results
Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration A commitment to equal opportunities and an understanding that equity, diversity and inclusion underpins the work we do

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Student experience or customer service	Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues or customers
Creativity, Innovation and Problem Solving	Creative and proactive approach to work and an understanding of the strategic potential of quality as a tool Identifies innovative solutions to problems to bring a wider benefit to the organisation

HERA Code: 000591