JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Pathway Leader, BA Fashion Menswear		**Accountable to**: Course Leader, BA Fashion
Contract Length: Permanent	**Hours/ FTE**: 22.2 / 0.6	**Weeks per year**: 52
Salary: £46,423 - £55,932 pro rata (£27,853 - £33,559)		**Grade:** 6
College/ Service: Central Saint Martins/ Fashion Programme		**Location**: King's Cross

Purpose of the role

To be responsible to the BA Fashion Course Leader for:

- Implementing the academic leadership of the BA Fashion: Fashion Menswear Pathway, including the maintenance and enhancement of standards.
- The day to day management of the Pathway including its delivery and development.
- Observing and implementing the policies and procedures of the University and the College.

Duties and Responsibilities

In consultation with the Course Leader, Programme Director, Quality Coordinator, Programme Administrative Manager, Technical Coordinators and Associate Deans (as appropriate) to:

Academic

- Provide the vision for the Pathway, set the agenda for its development and the maintenance and enhancement of quality.

- Contribute to the academic mission of the Course and its implementation as a member of the Course Academic Management Team, ensuring clarity of identity, currency of subject agendas, relevance of learning methods and the fulfillment of appropriate standards at each level of study.

Quality Management and Enhancement

- Undertake the effective monitoring of the Pathway and lead enhancement activities.

- Contribute to, and where appropriate lead on the process of Pathway and Course development, minor modifications, major changes, validation, revalidation and review by the University, external agencies and professional bodies in liaison with relevant Associate Deans.

- Analyse data on student progression and achievement with a view to identifying issues and trends and formulating appropriate action in response.

- Contribute to the Course Committee in accordance with College and University policies and procedures.

- Contribute to the work of the academic committees of the College and University and, where appropriate, act as chair.

Curriculum Design, Content and Organisation

- Ensure that the Pathway curriculum is relevant, current and consistent with the vision for the course and the mission of the Programme.

- Ensure that the delivery of the Pathway curriculum is organised in such a way as to be appropriate to the resources available and to the learning styles and developmental stages of the students concerned.

Learning Teaching and Assessment

- Ensure that the learning, teaching and assessment methods employed on the Pathway are appropriate to the academic award(s), resources allocated, the demands of the subject and the learning styles and developmental stages of the students.

- Plan and manage the assessment process for the Pathway, to comply with University policy and to ensure students are given constructive and timely feedback that helps them improve.

- Contribute to Assessment Panels, Boards of Examiners and their sub-boards as appropriate.

- Undertake such teaching duties as are appropriate to the requirements of the Pathway and consistent with your areas of expertise.

Student Support and Guidance

- Ensure that students enrolled on the Pathway 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.

- In liaison with the Programme Lead Administrator ensure that information provided to students enrolled on the Pathway is current, accessible and consistent, including:
  - Pathway promotional materials;
  - Pathway Handbooks;
  - Student timetables;
  - Unit, Project, assignment briefs;
  - Learning materials
  - Tutorial and consultation records;
  - Feedback on assessment (formative and summative)

- Contribute to information provided to students by the University, College, Programme and Course

- Ensure the maintenance of standards of student discipline on the Pathway

- Ensure effective liaison with, and organisation of student representatives for the Pathway.

Student Progression and Achievement

- In liaison with the Programme Lead Administrator, ensure that student records are maintained which are current, accurate and constructive, including:
  - Entry profiles
  - Attendance records
  - Achievement and progression
  - Support needs

- Be responsible for and, where appropriate, lead the recruitment and selection processes applicable to the Pathway, ensuring the correct delivery of the University Admissions Policy

Management

- Contribute to the leadership and management of the Course as an active member of the Course Management Team

- Work with academic, administrative, managerial and technical support colleagues to ensure quality, consistency and clarity of course delivery, including:
  - Associate Deans as appropriate
  - The Course Leader to ensure the delivery of the Pathway within the Course
  - The Programme Lead Administrator to ensure the effective and efficient utilisation of financial, human, technical and accommodation resources
  - Technical Coordinators to ensure the effective and efficient utilisation of technical resources.

- Lead, manage and support the academic staff responsible for the delivery of the Pathway, setting, promoting and maintaining appropriate educational and professional standards of good practice in all aspects of course organisation, administration and delivery, through:
  - Effective induction and briefing and, where appropriate, the University's probation procedures
  - Timely provision of teaching schedules
  - Timely communication in a form appropriate to the subject and to the audience
  - Supportive direction
  - Effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities

- Work with colleagues across the College to ensure the highest possible standards of student experience in terms of:
  - Pathway promotion (provision of material, contribution to open days and other recruitment activities on – and off-site)
  - Student progression
  - Student recruitment
  - Student induction
  - Learning support
  - Disability support

- Produce reports and management information as required

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

Entrepreneurship and Enterprise

- Promote a culture of enterprise within the Pathway and Course Team and amongst the student community

- In liaison with the Course Leader, Director of Innovation, Business and Enterprise and course team, develop business-related, sponsorship and income generating opportunities and activities connected with the course/subject and research activities, including the development of full cost courses and consultancy services.

- Contribute to the income generating activities of the University and College, including the development of and active participation in fundraising activities

Professional

- 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 course, colleagues and students.

- Undertake research and/or professional practice 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 Course, as an individual and through research groups and / or consultancy projects

- Support and contribute to the Pathway, Course, Programme, College and University's external profile

- Contribute positively to the development of the broader academic and cultural direction of the College as required

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 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:

- Course Leader
- Programme Director
- Course Pathway Leaders
- Programme Quality Coordinator
- Programme Research Leader
- Programme Administrative Manager
- Fashion Programme Administrative Team
- Technical Coordinators and teams, as appropriate
- Academic staff managed
- External partners
- Students

Specific Management Responsibilities:

Budgets:

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

Staff:

- Established academic staff
- Associate Lecturers / Visiting Practitioners / Special Lecturers / Mentors

Other (e.g. accommodation, equipment):
To ensure appropriate staff are taking action where following are in need of repair or maintenance:

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

Date of last review: April 2018

Job Title: BA Fashion Menswear Pathway Leader 0.6 **Grade: 6**

Person Specification	
Specialist Knowledge/Qualifications	Undergraduate degree in fashion design / menswear.

	Postgraduate degree in fashion design / fashion menswear (desirable)
	PgC in Higher Education (desirable)
	Is regarded as a leading authority in fashion menswear with internal and external peers
	A detailed knowledge and deep understanding of contemporary fashion menswear processes and practices in relation to an international academic and industry context
	Understanding of fashion menswear as part of broader design practices
Relevant Experience	Professional practice and / or research at a senior level in fashion menswear.
	Academic leadership including the maintenance and enhancement of standards.
	Day to day course management including delivery and development
Communication Skills	Communicates effectively orally, in writing, and by digital media, adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Applies innovative approaches to pathway leadership, curriculum development, teaching, learning and professional practice to support excellent teaching, pedagogy and inclusivity
	Applies own research and /or practice to develop curriculum, and learning and assessment practices
Professional Practice	Contributes to advancing professional practice / research or scholarly activity in own area of specialism
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 or customer service	Contributes to improving or adapting provision to enhance the student experience or customer service
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

Last Updated: April 2018