

## Job Description and Person Specification

### Job Title – Senior Lecturer in Product, Ceramic and Industrial Design and Coordinator for Programme Enhancement

| Job Description                                                                    |                                         |
|------------------------------------------------------------------------------------|-----------------------------------------|
| <b>College/Service</b><br>Central Saint Martins                                    | <b>Location</b><br>Kings Cross London   |
| <b>Contract Length</b><br>Permanent                                                | <b>Hours per week/FTE</b><br>22.2 / 0.6 |
| <b>Accountable to</b><br>Programme Leader, Product, Ceramic and Industrial Design. | <b>Weeks per year</b><br>Part Time      |
| <b>Salary</b><br>£46,423 to £55,932 (pro rata) per annum                           | <b>Grade</b><br>6                       |

| Job Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <p><b>Purpose of role</b></p> <p>The <b>Senior Lecturer in Product, Ceramic and Industrial Design and Coordinator for Programme Enhancement</b> is responsible for teaching, curriculum development, and on-going scholarship on the <b>Product, Ceramic and Industrial Design Programme</b> at <b>Central Saint Martins</b>. The post-holder will work collaboratively across the PCID team, deploying specialist expertise to develop pedagogy and the curriculum in innovative and critical directions. Experienced in academic delivery, supplemented by practice, they will also take a lead role in co-ordinating ongoing quality improvement and enhancement across the PCID Programme, and in shaping and influencing the future direction of the PCID Programme and Courses.</p> |

## Job Description

### Purpose of role

The post-holder will be expected to undertake –

- In collaboration with the Programme Director, undertake teaching grounded in inclusive practices that support access and equity of experience, curriculum delivery, assessment and enhancement for one or more courses in the PCID Programme, maintaining records and liaising with colleagues as appropriate. Enhancement could include, but is not exclusive to, course monitoring, course modifications and revalidations.
- Pedagogic and curriculum development that stimulate thought and practice that challenge the PCID canon with the aim of promoting diversity and inclusivity. Ensuring developments in inclusive, accessible, creative and critical pedagogies are reflected in the evolution of the teaching and learning methods employed across the Programme.
- Expand the capacity of course design to meet the need to develop critical thought around PCID, to support curriculum assessment and to develop the curriculum and Programme to reflect both evolving student needs and the broader vision of the Programme.

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 undertake teaching as appropriate to your areas of expertise and the subject areas of the Programme or College.
- To stay abreast of professional and disciplinary developments in Product, Ceramic and Industrial Design and, to ensure that these developments are reflected in curriculum and assessment outcomes in consultation with colleagues and within the structures and mechanisms established by the University and the College.

## Job Description

- To extend the level of subject expertise and critical understanding so as to keep the curriculum at the forefront of critical creative practice and relevant to a diverse 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 maintain oversight of programme quality and to consultatively and collaboratively co-ordinate activity that underpins quality assurance (including curriculum delivery and development, modification and enhancement) and support and develop pedagogic initiatives in response to Programme evaluation and monitoring to support Programme evolution.
- 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 and broad curriculum development with the specific focus of improving student engagement, experience and progression.
- To actively participate in the engagement of students in feedback processes, and in consultation with the programme team and course leaders, respond to the issues raised through this engagement.
- In consultation with the Programme Director, to liaise with staff, including academic and technical, to enhance and extend the educational and creative links between the Programme and others across the College and University and external actors in business, charitable, and third sectors working to identify collaborative learning and teaching opportunities.
- To undertake scholarly activity (research, knowledge exchange and professional practice) relevant to the subject and teaching responsibilities of the role and maintain the level of your subject expertise in line with latest developments in Product, Ceramic and Industrial Design.

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- To contribute to the devising and delivery of activities (including income generation) which will benefit students' educational experience and graduate outcomes.

## Quality, Management and Enhancement

- To support management and delivery of learning and teaching across curricula in consultation with stakeholders as required
- To support the Programme Director in the management of the Programme resources.
- To contribute to strategic planning in relation to the course/programme in areas such as curriculum planning and scheduling, 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 leaders, in order to further strategic objectives at course, programme and college level.
- To actively 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, and report back on this at the Programme level.
- To be a member of Programme Course Committees and of such other committees and examination boards, as the Dean of Academic Programmes 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.

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- 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 Leader & Course Team including Hourly Paid Lecturers
- Programme Director
- Programme Administration Manager
- Technical Staff
- Student and Academic Support
- Language Centre
- Counselling Service
- Insight Team
- Innovation Business Team

### **Specific Management Responsibilities**

**This role will maintain an active oversight of**

- Student attendance/attainment.
- Students taking a Diploma in Professional Studies Year.
- Production of Key Unit Information and Briefing materials.
- The oversight of students with Individual Support Agreements
- The oversight of Assessment processes including Unit retrievals and re-submissions and Formative Assessment monitoring.
- Course and Programme Monitoring

Signed \_\_\_\_\_

**(Recruiting Manager)**

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Date of last review May 2021.

**[Type in details]**



## Person Specification

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**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                                          |                                                                                                                                                                          |   |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| Means of Testing - A=application I=interview T=selection task |                                                                                                                                                                          |   |
| Specialist Knowledge/Qualifications                           | Undergraduate degree in Product, Ceramic and Industrial Design or associated subject.                                                                                    | A |
|                                                               | Higher degree (e.g. MA) in Product, Ceramic and Industrial Design or associated subject (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), including experience of online/blended delivery. | A |



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| Person Specification                                   |                                                                                                                                                                                                                                     |    |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
|                                                        | 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 |
|                                                        | Experience of leading projects with partners and diverse participants ( <b>essential</b> )                                                                                                                                          | IA |
|                                                        | Management in a Higher Education environment including the maintenance and enhancement of standards. ( <b>essential</b> )                                                                                                           | IA |
| Leadership, Management and Teamwork                    | Motivates and leads a team effectively, communicating and setting clear objectives.                                                                                                                                                 | IA |
|                                                        | 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 Product, Ceramic and Industrial Design activity and is relevant to the goals of the Programme, College and University. | IA |

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|                                 |                                                                                                |    |
|---------------------------------|------------------------------------------------------------------------------------------------|----|
|                                 | 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 |

