

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Lecturer - 3D Fine Art

Accountable to: BA (Honours) Fine Art Course Leader

Contract Length: Permanent

FTE / Hours per week
0.5 FTE / 18.5 hours

Weeks per year:52

Salary: £37,265 - £44,708 pro rata
(£18,632 – £22,354)

Grade: 5

College: Central Saint Martins

Location: King's Cross

Purpose of Role:

To undertake teaching, unit management, curriculum development and research in fine art practice in the 3D pathway. The person appointed will be accountable to the Course Leader for BA (Hons) Fine Art through the 3D pathway leader.

Duties and Responsibilities:

- To undertake a teaching programme in the 3D pathway providing both academic and pastoral support to students, monitoring progress and attendance and maintaining appropriate records.
- To contribute to lesson planning, teaching, assessing, course review and curriculum development.
- To support and extend existing links with those in professional practice and related industries as appropriate to the development, maintenance and delivery of teaching programmes and provide further opportunities for income generation and sponsorship.
- To contribute to research, scholarly activity and/or professional practice both individually and through appropriate subject-related groups.
- To maintain a professional level of subject expertise by being aware of relevant industrial and technological developments in the field with specific knowledge of Fine Art practice.
- To attend course-related meetings and examination boards as required.
- To provide support for the 3D Pathway Leader in the management of the programme of teaching and assessment in the BA (Hons) Fine Art.
- To liaise positively and effectively with appropriate tutors on all courses to secure the delivery of designated projects involving collaboration of students from more than one course.
- To support the process of reviewing subject units and contributing to the identification and validation of new units.
- To fully utilise University and other information and communication technologies in order to facilitate and enhance students' learning experiences, and organisational effectiveness.
- To take responsibility as year tutor for student groups as required.
- To undertake general course management duties including assessment, admissions and placements.

General

- To perform such duties consistent with your role as may from time to time be assigned to you

anywhere within the University across different course levels.

- 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 Team
- Technical Staff
- 3D Pathway Leader

Specific Management Responsibilities

Budgets: Agree with the Course leader any expenses arising in specific teaching projects

Staff: Assist pathway leaders in the management of graduate teaching assistants and facilitate the contribution of visiting practitioners

Other:

- Assure with the help of the Lead Administrator and the appropriate technical services the specific accommodation and resourcing of teaching and learning for which you are responsible
- Project manage on site and off site projects as required by the curriculum

Signed _____ Date of last review Aug 2017

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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	
Specialist Knowledge/ Qualifications	<p>Degree in Fine Art or a related discipline</p> <p>Regarded as an authority in field of specialism both by internal and external peers, through a track record of research and/or professional practice.</p> <p>Ability to provide support and help to students, undertaking health and safety duties and responsibilities appropriate to the post.</p> <p>Willing to commit to the University's Equal Opportunities Policy, together with an understanding of how it operates within the responsibilities of the post.</p>
Relevant Experience	<p>Experience of teaching undergraduate students at an HE institution.</p> <p>Experience managing own time and resources within an HE environment and identifying ways of achieving objectives.</p> <p>Experience of assessment and timetabling processes within an HE environment.</p>
Communication Skills	<p>Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way</p>
Leadership and Management	<p>Motivates and leads a team effectively, setting clear objectives to manage</p>

	performance
Research, Teaching and Learning	Applies innovative approaches in 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	Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student experience or customer service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

Last Updated - February 2018