

JOB DESCRIPTION AND PERSON SPECIFICATION	
<b>Job Title:</b> Lead Tutor, Typography	<b>Accountable to:</b> Stage Leaders or Contextual Studies Leaders, BA (Honours) Graphic Communication Design
<b>Contract Length:</b> Permanent	<b>Hours per week/ FTE:</b> 18.5 hours per week / 0.5 FTE
<b>Salary:</b> £19,347– £23,211.50 per annum (£38,694 - £46,423 pro rata)	<b>Grade:</b> 5
<b>College/ Service:</b> Central Saint Martins	<b>Location:</b> King's Cross
<p><b>Purpose of role</b></p> <p>The Lead Tutor, Typography is responsible for teaching, curriculum development, and on-going scholarship in computational form on the BA (Honours) Graphic Communication Design course. This course is part of the Graphic Communication Design programme at Central Saint Martins College. The post-holder will work collaboratively within a course team, deploying specialist expertise to develop pedagogy and the curriculum in innovative and critical directions.</p> <p>The post-holder is expected to uphold and implement the policies and procedures of University of the Arts London and the College.</p>	
<p><b>Duties and responsibilities</b></p> <p><i>Teaching:</i></p> <ul style="list-style-type: none"> <li>• To undertake teaching as appropriate to your areas of expertise and the subject areas of the Course, Programme or College.</li> <li>• To liaise with technical staff and the broader subject community to ensure that the typographic approaches in Graphic Communication Design are relevant in relation to industrial and technological developments, for the benefit of the course, colleagues and students</li> <li>• To stay abreast of research and other developments in the fields directly relevant to typography and education in Graphic Communication Design and to ensure that these developments are reflected in the curriculum in consultation with colleagues and within the structures and mechanisms established by the University and the College.</li> <li>• To extend the level of subject expertise and knowledge of typographic approaches on the course so as to keep the curriculum at the forefront of critical creative and professional practice and relevant to a diverse and international range of students.</li> <li>• To conduct assessment, formative and summative, which is rigorous, fair and clear and complies with the policies established by the University and the College.</li> <li>• To provide both academic and pastoral support to students, monitoring progress and attendance, and maintaining appropriate records.</li> </ul> <p><i>Professional</i></p> <ul style="list-style-type: none"> <li>• To initiate or engage in pedagogic inquiry and teaching development as required with the specific focus of improving student engagement, experience and progression.</li> <li>• To initiate or engage in learning and training related to developments in typography</li> <li>• To participate in the engagement of students in feedback processes, and in consultation with the course team and course leader, respond to the issues raised through this engagement.</li> <li>• In consultation with the Course Leader, to liaise with other staff to enhance and extend the educational and creative links between the Course and other courses across the Programme, College and University including the technical workshops.</li> </ul>	

- To undertake scholarly activity (including research, knowledge exchange or teaching) directly relevant to Graphic Communication Design practices and theories.
- 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 contribute to strategic planning in relation to the course/programme in areas such as student recruitment, the deployment of resources, research and knowledge exchange
- To 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.
- To be a member of the Course Committee of the Course and of such other committees, including other course committees and examination boards, as the Dean of School 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 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 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.

- Students
- Course Leader & Course Team including Hourly Paid Lecturers
- Programme Director
- Assistant Deans
- Programme Administration Manager
- Technical Staff
- Student and Academic Support

**Specific Management Responsibilities**

The Lead Tutor, Typography will be expected to undertake pedagogic and curriculum development in the area of typography, bringing expert knowledge in the widening array of approaches and industry developments.

Signed: Rebecca Ross

(Recruiting Manager):

Date of last review: 11.08.20

**Job Title: Lead Tutor, Typography, BA (Honours) in Graphic Communication Design**

**Grade: 5**

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 A=application I=interview S=selection task		
Specialist Knowledge/Qualifications	Undergraduate degree in Graphic Communication Design or associated subject.	A
	Higher degree (eg MA) in Graphic Communication Design or associated subject (desirable).	A
	Teaching qualification – PG Cert or equivalent (desirable).	A
	Expertise in experimental approaches to computation in graphic communication design	A
Teaching	Experience of teaching & assessment in a higher education environment (permanent, fractional, or hourly paid contract)	A
	Applies an inquiring, innovative and reflexive approach to teaching	SI
	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
Leadership, management and teamwork	Collaborates and works effectively within team and across different professional groups	IA
	Works effectively and respectfully with a wide range of people	IA
Research, Knowledge Exchange and Professional Practice	Evidence of research, knowledge exchange and/ or professional practice that contributes to the advancement of typography in graphic communication design and is relevant to the goals of the Programme, College and University	IA A
	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
---------------------------------	--	----

**Last Updated: 12.08.2020**