

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: College Admissions Tutor (School of Design)

College/Service: Chelsea, Camberwell & Wimbledon Colleges (CCW), School of Design	Location: Camberwell College of Arts, Peckham Road
Contract Length: Permanent	Hours per week/FTE: 37/1.0
Salary: £47,120 - £56,771 per annum	Grade: 6
Accountable to: Dean of Design	Weeks per year: 52

Purpose of Role:

- The role of the College Admissions Tutor is to oversee the academic decision-making process of offer making across the Design school at undergraduate and postgraduate level to ensure sufficient offers are made to meet student intake targets.
- Working in collaboration with the Assistant Head of University Admissions (CCW), the role will be responsible for ensuring that academic decision-making is delivered efficiently, within agreed turnaround times, always ensuring a swift and positive applicant experience.
- The role will ensure UALs Contextual Admissions Process and Access Participation Plan (APP) meet targets, encouraging academic decision-makers to use the student selection process to increase student diversity within course cohorts.
- Working alongside Admissions, the role will be responsible for co-ordination and liaison to ensure unsuccessful applicants are referred across Colleges effectively and academic decisions are made by the appropriate course to meet the needs of the applicant.
- The role may support the work of marketing and recruitment teams with progression activities to enhance the pipeline of applicants to UAL courses

Duties and Responsibilities

Core Tasks

- To provide the academic oversight for offer making to applicants, providing diagnostic support as appropriate.
- To make sufficient academic offers to meet targets for courses within Design school
- To ensure all academic decision making is made swiftly, consistently and within agreed turnaround times.
- To oversee the implementation of CCW's contextual admissions policy.
- To support training of academic decision makers in relation to contextual admissions, ensuring teams pro-actively engage with UAL's Access and Participation Plan targets.
- To support the progression of CCW's Insights Design students in liaison with CCW's Outreach teams.
- To support the progression of CCW's FAD Design students in liaison with CCW FAD, Marketing and UAL FE teams
- To support the progression of CCW's Grad Dip Design students to CCW MA Design programmes in liaison with academic teams and Admissions Service
- To support the pre-selection of applicants in liaison with course teams and particularly for courses that have high volume of applications
- To liaise with other CCW and UAL College Admissions Tutors, creating a community of practice across CCW, highlighting, sharing and implementing best practice and where necessary undertaking CAT duties for other schools
- To liaise with course teams as appropriate to ensure that academic decision making is effective, for example, overseeing block interviews or interview days.
- To ensure that unsuccessful applicants are referred across Colleges effectively and academic decisions are made by the appropriate course to meet the needs of the student, working alongside admissions.
- To oversee academic decision making as part of university progression and Clearing.
- To liaise with the Admissions Service regarding the timeline of selection, interviews and to ensure that academic decision offer making is efficiently managed.
- To liaise within and across Colleges to create a network of cross-subject connections and to support cross-referral and alternative academic decision making.
- To review and make academic decisions across subject area within Design school for applicants referred from another Course/College.
- To work closely with the International Co-ordinators to ensure course targets are met and there is an overview of the balance of student domicile on a Design course.
- To work closely with the Admissions Service to ensure that applications are processed quickly and effectively.
- The role may support the work of marketing and recruitment teams with progression activities to enhance the pipeline of applicants to UAL courses.

Managerial.

To represent the Design school on related UAL committee structures, networks and forums as required.

Work with colleagues across CCW to ensure the highest possible standards of student experience in terms of:

- Building student diversity
- Student progression
- Student recruitment
- Disability support (in respect of signposting to students and staff how appropriate professional support can be accessed)
- Course promotion (provision of material, contribution to open days and other recruitment activities on – and off-site)

- 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.
- To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality, diversity and inclusion in your work.
- 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.
- Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- Perform such duties consistent with the role as may be assigned from time to time, anywhere within the University.

The following additional tasks may also be undertaken;

- To support recruitment activities including liaison with feeder institutions and develop partnerships where appropriate
- To support Open/Applicant and Offer Days and other events to promote student recruitment
- To work with marketing and recruitment teams as well as course teams to support the delivery of "keep warm" engagement activity.

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Dean of School
- College Admission Tutor for Art
- College Admission Tutor for Performance
- Director of International
- Director of College Administration
- Associate Deans
- Programme Directors
- Course Leaders
- Assistant Head of Admissions
- International Co-ordinators
- Head of Marketing
- Marketing Managers
- Staff involved in Insights, UP and outreach programmes

Specific Management Responsibilities

Budgets: None

Staff: None

Other

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Grade: 6

Person Specification	
Specialist Knowledge/Qualifications	<p>Degree in a Design related field.</p> <p>Relevant teaching qualification is desirable</p> <p>Awareness of the regulatory framework for HE academic awards and quality standards</p> <p>Understanding of contextual admissions policies</p> <p>Understanding of regulatory framework and good practice in student selection processes</p>
Relevant Experience	<p>Demonstrable record of successful experience in student recruitment or admissions in HE sector</p> <p>Teaching and learning experience and / or equivalent industry experience in Design</p> <p>Experience with implementing contextual admissions policies including working to relevant targets</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 performance</p>
Planning and managing resources	<p>Plans, prioritises and manages resources effectively to achieve long term objectives</p>
Teamwork	<p>Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration</p>
Student experience or customer service	<p>Contributes to improving or adapting provision to enhance the student experience or customer service</p>
Creativity, Innovation and Problem Solving	<p>Suggests practical solutions to new or unique problems</p>

Updated: November 2021