

## JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Lecturer in Fine Art Contextual Practice - Print and Time Based Media (maternity cover)

**Accountable to:** Associate Dean: College, Wimbledon College of Arts

**Contract Length:** Fixed Term, for a period of around 6 months, starting 1 September 2017

**FTE:** 0.4

**Weeks per year:** All

**Salary:** £36,642 - £43,961 pa pro rata

**Grade:** 5

**College:** Wimbledon College of Arts

**Location:** Merton Hall Road, SW19 3QA

### Purpose of Job:

- Delivery and organisation of the subject-specific Contextual Practice units for BA Fine Art: Print and Time Based Media at Wimbledon.
- Contribute to the delivery, vision and development of Contextual Practice within the Fine Art Programme at Wimbledon and, together with the other Contextual Practice Lecturers, coordinate the programme of visiting speakers for the Perspectives Lecture Programme.
- Contribute to the vision and development of the contextual studies delivery at Wimbledon College of Arts.

### Duties and responsibilities

- To manage, plan and develop the delivery and assessment of Contextual Practice for Fine Art both within subject specialist pathways and also more widely across the course.
- To oversee and coordinate the administration of the final Contextual Project for Fine Art: Print and Time Based Media.
- To liaise with Programme Director and Pathway Leaders to provide a timely and high quality service for the undergraduate pathways.
- To monitor and develop the subject delivery in order to maintain appropriateness and effectiveness, updating relevant sections of the handbooks as necessary in collaboration with the Pathway Leader, Programme Director, and Quality Manager.
- Together with the other Contextual Practice lecturers coordinate the Perspectives Lectures.
- To lecture and provide academic guidance within the Undergraduate pathways.
- To ensure that all students on the pathway are adequately inducted and briefed about the content and context of their course, the college and the University of the Arts
- To promote the subject and effective communications within the staff team and between staff and students
- In conjunction with the Pathway Leader and Quality Manager ensure that teaching and learning opportunities of an appropriate standard and quality are provided for students and that these are assessed and monitored in accordance with the course handbook and Academic Regulations of the University.
- In conjunction with the Pathway Leader, Quality Manager and Student Administration, maintain accurate records and provide reports as required by the college and the University, including written assessment feedback to students.
- In conjunction with the Quality Manager, support the production of Annual Course Monitoring within the timetable and format identified by the Academic Standards Committee.
- To contribute to future academic developments as required.
- To attend committees and examination boards as designated by the Programme Director and to represent the course and college at University level and at external events when required.
- To ensure that Health and Safety are given high priority and that tutors and students carry out Risk Assessments.
- To promote the work of the college and the University in a pro-active manner.

- To keep abreast of national academic developments undertaking appropriate professional development and training in consultation with the Pathway Leader and Programme Director.
- 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 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:** Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Undergraduate Pathway Leaders, Fine Art Programme Director, Academic Support
- Associate Lecturers

**Specific Management Responsibilities**

**Budgets:** none

**Staff:** Associate Lecturers

**Other** (e.g. accommodation; equipment): None

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**Grade: 5**

**Person Specification**

Specialist Knowledge/ Qualifications	<ul style="list-style-type: none"><li>• Undergraduate degree in a relevant subject</li><li>• Postgraduate degree in a relevant subject such as Cultural Studies, Art History</li><li>• PhD (desirable)</li><li>• Recognised teaching qualification or willingness to undertake teacher training</li><li>• Knowledge of the current discourses within the field of Print and Time Based Media</li><li>• Understanding of the issues relating to theory, practice and research in fine art education</li><li>• A developing research profile</li><li>• Ability to share knowledge and experience as necessary</li></ul>
Relevant Experience	<ul style="list-style-type: none"><li>• Experience of teaching at undergraduate level</li><li>• Experience of assessment and providing written and verbal feedback which encourages student development</li><li>• Experience of monitoring and supporting student progress</li><li>• Experience of effective course administration</li><li>• Experience of curriculum management at unit / module level (desirable)</li><li>• Experience of curriculum planning and development (desirable)</li><li>• Experience of organising academic conferences and symposia (desirable)</li></ul>
Communication Skills	Communicates effectively orally and in writing 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 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