# Job Description and Person Specification

# Job Title – Academic and Quality Coordinator for Programme Enhancement: Fashion

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| **Job Description** |
| **College/Service**Central Saint Martins | **Location**Kings Cross London |
| **Contract Length** | **Hours per week/FTE** |
| Permanent | 37 / 1.0 |
| **Accountable to**Programme Director, Fashion  | **Weeks per year**52 |
| **Salary** | **Grade**6 |
| £47,120 to £56,771 per annum |

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| **Job Description** |
| **Purpose of role**The Academic and Quality Coordinator for Programme Enhancement: Fashion is responsible for the maintenance and enhancement of standards, design and delivery of the curriculum, and on-going scholarship on the Fashion Programme at Central Saint Martins.The post-holder will be expected to undertake –* In collaboration with the Programme Director, support teaching grounded in inclusive practices that support access and equity of experience, curriculum delivery, assessment and enhancement for the courses in the Fashion Programme, maintaining records and liaising with colleagues as appropriate. Enhancement could include, but is not exclusive to, course monitoring, course modifications and revalidations.
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| **Job Description** |
| **Purpose of role*** Pedagogic and curriculum development that stimulate thought and practice that challenge the Fashion/Fashion Communication 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 the course design to meet the need to develop critical thought around Fashion/Fashion Communication, 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**Supporting Teaching:* To support teaching and 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 development, modification and enhancement) and support and develop pedagogic initiatives in response to Programme assessment, evaluation and monitoring to support Programme evolution.
* To provide both academic and pastoral support to students, monitoring progress and attendance, and maintaining appropriate records.
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| **Job Description** |
| 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 course team and course leader, respond to the issues raised through this engagement.
* In consultation with the Course Leaders, to liaise with staff, including academic and technical, to enhance and extend the educational and creative links between the Course and other courses across the Programme, College and University, including 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 Fashion/Fashion Communication.
* 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 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 the Course Committee of the Course and of such other committees, including other course 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.
* 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).
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| **Job Description** |
| **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
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| **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
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| Signed Date of last review May 2021 | **(Recruiting Manager)****[Type in details]** |

# Person Specification

**Job Title - Academic and Quality Coordinator for Programme Enhancement: Fashion**

**Grade – 6**

Shortlisting will be based on evidence (with appropriate examples where necessary) you provide in your personal statement to demonstrate clearly how you meet the following criteria.

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| **Person Specification** |
| **Means of Testing - A=application I=interview T=selection task** |
|  | Undergraduate degree in Fashion/Fashion Communication or associated subject. | A |
| Specialist Knowledge/Qualifications | Higher degree (e.g. MA) in Fashion/Fashion Communication or associated subject. **(Desirable** | A |
|  | Teaching qualification (PG Cert or equivalent). **(Desirable)** | A |
|  | Member of the Higher Education Academy. **(Desirable)** | A |

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| **Person Specification** |
| Teaching | Considers equality, diversity and inclusivity in all aspects of teaching and assessment.Shows commitment to understanding the range of students’ experiences within a course.Management in a Higher Education environment including the maintenance and enhancement of standards. **(Desirable)**  | IIA IA |
| Leadership, Management and Teamwork | Motivates and leads a team effectively, communicating and setting clear objectives. Collaborates and works effectively within team and across different professional groups.Works effectively and respectfully with a wide range of people.Fosters inclusive and constructive teamwork and problem-solving. | IAIAIAIA |
| Research, Knowledge Exchange and Professional Practice | Evidence of research, knowledge exchange and/ or professional practice that contributes to the advancement of Fashion/Fashion Communication activity and is relevant to the goals of the Programme, College and University.Evidence of using contacts within subject peer group to develop partnerships or collaboration. | IAIA |
| Planning and Managing Resources | Plans, prioritises and manages resources effectively to achieve objectives. | IA |