

Job Description and Person Specification

Co-ordinator Contextual and Theoretical Studies

Job Description	
College/Service LCC Design School	Location Elephant and Castle
Contract Length Permanent	Hours per week/FTE 37 / 1.0
Accountable to Course Leader Contextual and Theoretical Studies	Weeks per year 52
Salary £46,423 to £55,932 per annum	Grade 6

Job Description
<p>Purpose of role</p> <p>Contextual and Theoretical Studies (CTS) occupy a central position across the Design School at LCC and underpin all UG courses with a framework of critical, contextual and theoretical thinking which supports students in becoming confident in the research, analysis, critique and presentation of complex theoretical ideas and contexts linked to their emerging design interests. The delivery of CTS comprises of a core component to unit 1 (<i>Introduction to the study of...</i>) followed by dedicated CTS units at level 4 and 5, and the Dissertation unit at level 6</p> <p>Reporting to the CTS Leader, the CTS co-ordinators are responsible for co-ordination of CTS teaching, curriculum development, and on-going scholarship within a programme. The post-holder will work collaboratively within the CTS team and liaise with UG course leaders, deploying specialist expertise to develop pedagogy and the curriculum in innovative and critical directions.</p>

Job Description

Purpose of role

Reporting to the CTS Course leader, the post-holder will be expected to undertake –

- Pedagogic and curriculum development that stimulates thought and practice which challenge the canon of the Design disciplines represented in the School with the aim of promoting diversity, inclusivity and responsible design thinking.
- Expansion to the capacity for optionality within the course design to meet the needs and individual interests of diverse and international student groups.
- Responsibility for a group of undergraduate students' pastoral support, progress and attendance, maintaining records and liaising with course teams and colleagues at Programme level as appropriate.

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

Teaching:

- To undertake teaching as appropriate to your areas of expertise and the subject areas of the School.
- To stay abreast of research and other developments in the field, and to ensure that these developments are reflected in the curriculum through consultation with CTS colleagues and course teams within the structures and mechanisms established by the University and the College.

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- To extend the level of subject expertise and critical understanding on the UG Courses so as to keep the curriculum at the forefront of critical and theoretical practice relevant to a diverse and international range of students.
- To support the CTS Leader in the organisation and implementation of assessment for stages 1/2/3 and ensuring the rigour and parity of the process, and ensure that students are given constructive and timely feedback that helps them improve.
- To conduct assessment, formative and summative, which is rigorous, fair and clear and complies with the standards and policies established by the University and the College.
- To provide both academic and pastoral support to students, monitoring progress and attendance, and maintaining appropriate records.

Professional

- To initiate or engage in pedagogic inquiry and teaching development as required with the specific focus of improving student engagement, experience and progression.
- To participate in the engagement of students in feedback processes and in consultation with UG course teams, respond to the issues raised through this engagement.
- In consultation with the CTS Leader and other CTS co-ordinators, 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.
- To undertake scholarly activity (including research, knowledge exchange or teaching) relevant to your subject.
- To contribute to the design and delivery of activities (including income generation where appropriate) which will benefit students' educational experience and graduate outcomes.

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Quality, Management and Enhancement

- To manage and support a number of CTS academic staff responsible for the delivery of CTS, and setting, promoting and maintaining appropriate educational and professional standards of good practice in all aspects of unit organisation, administration and unit delivery.
- To contribute to strategic planning in relation to UG courses within the school in areas such as student recruitment, the deployment of resources, research and knowledge exchange.
- To contribute to curriculum design developments in the context of reapproval, in consultation with Programme UG course leaders, in order to further strategic objectives at course and college level.
- 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 UG Course Committees and other such committees, including 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 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.

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- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).

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

- Students
- CTS Leader & CTS academic Team including Hourly Paid Lecturers
- Programme Director
- Programme Course teams
- Assistant Deans
- Programme Administration Manager
- Technical Staff
- Student and Academic Support
- Language Centre
- Counselling Service

Specific Management Responsibilities

- Line management of several 0.6 fte CTS staff

Signed: Amanda Jenkins

(Recruiting Manager)

Date of last review: April 2021

Person Specification: Co-ordinator Contextual and Theoretical Studies (CTS) Grade - 6

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.

Means of Testing - A=application I=interview T=selection task

Specialist Knowledge/Qualifications	Undergraduate degree in one of the following or related subject areas: creative and cultural industries, design, art, architecture histories and theories, visual cultures, visual studies, design studies, cultural and critical studies, design and curatorial studies. or associated subject.	A/I
	Higher degree (e.g.MA) in a relevant subject (as listed above) (Desirable).	A/I
	PhD or Higher-level research degree (Desirable).	A/I
	Teaching qualification (PG Cert or equivalent) (Desirable).	A/I
	Member of the Higher Education Academy (Desirable).	A/I
Teaching	Experience of teaching & assessment in a higher education environment (permanent, fractional, or hourly paid contract) and contributing to the long term planning and development of learning programmes.	A/I
	Ability to continuously review areas identified for improvement and develops content and delivery methods, learning support and assessment mechanisms.	A/I
	Ability to encourage the development of innovative approaches to course delivery and ensure that teaching delivery achieves the educational standards of the University/College.	A/I

Teaching (Continued)	Engages in pedagogic research and implements the results to develop the learning and assessment processes and the learning environment.	A/I
	Applies an inquiring, innovative and reflexive approach to teaching.	A/I/T
	Considers equality, diversity and inclusivity in all aspects of teaching and assessment.	A/I/T
	Shows commitment to understanding the range of students' experiences within a course.	A/I/T
	Uses the most appropriate media tools and demonstrates levels of IT skills to enable best use of available information and communication to support course teaching and learning as well as course organisation and management.	A/I/T
Leadership, Management and Teamwork	Motivates and leads a team effectively, setting clear objectives to manage performance.	A/I
	Collaborates and works effectively within team and across different professional groups.	A/I
	Works effectively and respectfully with a wide range of people.	A/I
	Fosters inclusive and constructive teamwork and problem-solving.	A/I
Research, Knowledge Exchange and Professional Practice	Evidence of research, knowledge exchange and/or professional practice that contributes to the advancement as is relevant to the goals of the Courses, Programme, College and University.	A/I
	Evidence of using contacts within subject peer group to develop partnerships or collaboration.	A/I

Planning and Managing Resources	Plans, prioritises and manages resources effectively to achieve objectives.	A/I
	Ability to develop team members' abilities and attains greater levels of achievement by encouraging contribution to common goals.	A/I
	Contributes to the induction of new staff, and provides constructive feedback to aid the development of individual team members and the team as a whole.	A/I

Last Updated – 21 April 2021