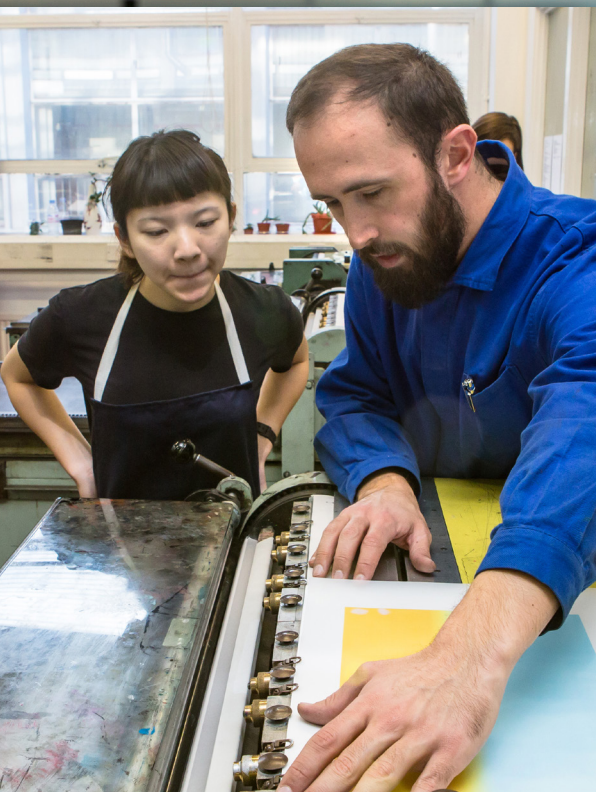


ual:

Working at University of the Arts London

Information for candidates



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Welcome



Welcome to University of the Arts London (UAL) and thank you for your interest in our new academic posts.

These positions represent an increase in the resources we are dedicating to our current courses as part of a continuous improvement project across UAL. We pride ourselves on being both a multi-cultural and international university and we are now making a significant investment in new staff to ensure greater diversity in our academic community. We want to improve the experience of all our students and absolutely believe that an academic community which more equally represents their diversity is an important element of their learning.

By coming to work at UAL you will have opportunities to inspire and be inspired by the next generation of creative producers, collaborate with people from a broad range of backgrounds and experiences, and make a difference to higher education. If you are passionate about creative arts education and its potential to contribute to a more equal, socially just and creative world, we hope you will decide to make an application to one or more of the variety of posts we have on offer.

Simon Ofield-Kerr
Deputy Vice-Chancellor (Academic)

Why choose UAL?

Our colleges



UAL is a vibrant world centre for creativity, bringing together six colleges: Camberwell College of Arts, Central Saint Martins, Chelsea College of Arts, London College of Communication, London College of Fashion, and Wimbledon College of Arts.

With around 20,000 students and 5,000 staff across London campuses, we have international reputations in art, design, fashion, communication, and performing arts.

Our achievements



We have recently been ranked number two in the world for Art and Design in the QS World University Rankings.

We provide transformative education and world-leading research and enterprise and are at the centre of public debate for the future of arts, design, fashion and communication and an inspirational environment for students, staff and wider communities.

This is a significant time to join UAL as we are making a major investment into transformative education for our diverse and international academic community.

Who are we looking for?



Over 50 new lecturers

We are seeking to appoint more than 50 new lecturers and senior lecturers across a range of subject areas. We're looking for creative educators to expand and strengthen our course teams and enable all of our students to achieve their creative and intellectual ambitions.

We aim to be an equal opportunities employer embracing diversity in all areas of activity. We are working actively to increase representation among academic staff of people from black, Asian and minority ethnic backgrounds, people who are LGBTQ+, people with a disability or learning difference, as well as people from different nations and regions or from a less advantaged socio-economic background.

Subject areas

We have a number of opportunities in the following areas:

- Animation
- Fashion Business
- Fashion Textiles
- Fashion, Design, Technology and Communication
- Film Practice
- Graphic Design
- Illustration
- Interior and Spatial Design
- Media, Communication and Advertising
- Performance
- Photography
- Product Design
- Textile Design

Applying to work at UAL



Equality, diversity and inclusion

As an employer, we are committed to equality. We want to be an organisation that people are proud to be part of. The university's strategy and equal opportunities policy sets out our commitment to promote equality and diversity for all staff regardless of age, caring responsibilities, disability, gender, gender identity, nationality, race, religious belief (or no belief) and sexual orientation.

We pride ourselves on the rich diversity of our student and staff community and are committed to creating a supportive, inclusive environment for all those who work, study or participate in university activities.

We encourage applications from people across all sections of our diverse communities. We particularly welcome applications from black, Asian and minority ethnic (BAME) backgrounds as they are

currently underrepresented at this level.

Appointments will be made on merit on the basis of fair and open competition.

Equal opportunities monitoring

As part of the application process, we ask all candidates to complete equal opportunities monitoring information. The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application. All data will be handled anonymously and confidentially and will not be seen by anyone involved in the selection process.

The Diversity and Human Resources teams compile and analyse the anonymous data collected so the university can address any areas of unfairness or disadvantage that occur and to monitor and evaluate the effectiveness of our Equality and Diversity Framework.

Guidance on completing the application form



To apply, you will need to follow the online application process which includes completing the application form as outlined below.

1. A comprehensive **CV** setting out your career history, with responsibilities and achievements, education and professional qualifications.
2. **Supporting information** - a section for you to highlight your suitability and setting out how you consider your personal skills and experience meet the essential criteria for the role.

Please note that the supporting information on the form is an important part of your application.

3. A record of your research and publications can be included with your CV or attached separately.
4. All applications must be made through the online applications portal. We cannot accept emailed applications or speculative CVs.

Please check the application deadline as applications cannot be considered after this date.

The application process



Guaranteed interview scheme for disabled persons

The university is an accredited user of the government's "Disability Confident" disability symbol, which denotes organisations which have a positive attitude towards disabled applicants. Applicants who meet the minimum criteria for the post are guaranteed an interview. Selection will be on merit. If you wish to apply for consideration under this scheme, please opt in on your application form.

References

Applicants will be required to provide two referees who will be contacted either prior to interview or before an offer of employment is made and must include your current or most recent employer. Where the role involves work on a one-to-one basis with people under 18 years of age, two referees who have known you continuously for at least two years must be provided.

You can indicate on the application form if you do not wish us to contact your current employer prior to interview.

Feedback

Due to the high volume of applications received for our vacancies, we regret that feedback is only available at the discretion of the recruiting manager following the interview stage.

Eligibility to work

All job offers are conditional on you providing proof of your eligibility to work in the UK.

If you don't currently have the necessary document required to gain permission to work and live in the UK, UAL is able to offer sponsorship for Tier 2 visa applications subject to UK Border Agency (UKBA) requirements. Further information is available on the [Home Office website](#).

Relocation assistance

UAL operates a relocation assistance scheme for newly appointed employees. To qualify you must be appointed to a contract of at least two years duration, currently live outside a 50-mile radius of UAL and wish to move significantly closer to your workplace. Full details of the scheme are available from Human Resources.

Safeguarding of children, young people and vulnerable adults



We are committed to providing a safe and secure environment for students, staff and visitors.

UAL recognises its particular responsibility to safeguard the wellbeing of children, young people and vulnerable adults by ensuring that there are appropriate arrangements in place to provide a safe and secure environment and to deal with issues concerned with suspected or reported abuse.

If your role requires you to work with children, young people and vulnerable adults, you may be required to apply for and receive a satisfactory enhanced check by the Disclosure and Barring Service.

The cost of this check is met by the university. Further information is available on the [government website](#).

Summary of terms and conditions of service



Salary

The starting salary is usually at the bottom of the quoted salary scale with progress by annual increments effective from 1 August until the maximum competence range of the grade is reached.

Salaries are paid on the last working day of the month directly into bank or building society accounts.

Working times

The standard full time week is 37 hours.

Start and finish times are agreed by local line managers and staff are expected to work flexibly to meet operational needs.

Annual leave

Academic and teaching staff: The leave year runs from 1 September to 31 August and full-time staff are entitled to 39 days annual leave per annum.

Part-time/fractional staff receive annual leave on a pro-rata basis.

UAL is normally closed between Christmas and New Year and all staff are required to take a maximum of three days leave on those days.

All leave arrangements are subject to approval by the line manager.

Bank and public holidays

Staff are entitled to receive normal remuneration for all bank and public holidays on which they would normally be required to work. Part-time or fractional staff receive bank and public holiday leave on a pro-rata basis.

Pensions

Academic staff who are in teaching positions, are automatically entered into the Teachers' Pensions (TP) scheme. UAL currently contributes 16.48% (this rate is subject to review in accordance with the scheme rules).

Further information is available on the [Teachers' Pensions website](#).

Academic Career Pathways

UAL staff development programmes help academic and teaching staff to focus their skills and grow their academic career.

As a member of our academic staff you will be placed on one of three pathways: Teaching, Knowledge Exchange, or Research during your probation period. By framing personal development across these pathways, we can ensure we strive for excellence within all areas as a university. All pathways provide a clear progression through to Reader and Professor posts.

Further information is available on the [Academic Careers Pathway page](#).

Staff benefits



Season ticket and computer loans

Staff may apply for an interest-free loan for the purchase of annual season tickets, rail and/or computer equipment. Computer loans are to a maximum of £1,000.

Cycle scheme and government Tax-Free Childcare (TFC)

UAL operates a cycle to work scheme through salary sacrifice and the government Tax-free Childcare scheme which is now available in relation to all children under 12 (where parents qualify). TFC enables eligible parents to receive a contribution from the government of 20% of their childcare costs, up to an annual limit of £2,000 per child (or in the case of a disabled child up to £4,000). Parents can pay money into a childcare account and have the payments

topped up by the government. Full details of the schemes are available from Human Resources.

Staff development opportunities

At UAL all staff are expected, and encouraged, to engage in continuing professional and occupational development to enable them to meet their own objectives and the university's strategic goals. UAL's staff have access to a wide range of development opportunities which include coaching, mentoring and regular staff development days and events.

Volunteering leave

Staff have two days of paid leave to volunteer for any charity registered in the UK.

Wellbeing benefits



We take the wellbeing of our staff seriously and are continually improving the range of facilities and support available. UAL offers a huge range of benefits to staff. Some of these are wellbeing benefits such as family flexible policies, private medical insurance discounts, eye care vouchers and leisure discounts.

Family friendly policies

UAL offers generous maternity, paternity and adoption leave packages which are more favourable than statutory requirements. Full details are available from Human Resources.

Work-life balance

In tune with UAL's values, we are committed to helping our staff find a reasonable balance between working and non-working time. This allows to fully undertake family and caring responsibilities, and to enjoy leisure pursuits and other interests.

Eyecare voucher scheme

UAL offers staff, who use computers as a significant part of

their work, access to the university's eye care voucher scheme. Our chosen supplier for vouchers is Specsavers.

Flexible working

UAL offers a number of supportive policies to aid work-life balance and create a family-friendly workplace. These include home-working and policies on special leave.

Employee assistance programme

The university provides a confidential advisory and counselling service that is free to all UAL employees and their family household members. The service, which is provided through CiC and is available 24 hours a day, 7 days a week, covers legal, financial, consumer and personal advice – and is confidential.

If you have any questions about working at UAL or the application process, please contact Human Resources by telephone on +44(0)20 7514 6000.



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