

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Senior Lecturer MA Curating and Collections		Accountable to: Course Leader: MA Curating and Collections
Contract Length: Permanent	Hours per week/FTE: 0.4	Weeks per year: All
Salary: £44,708 - £53,865 pa pro rata		Grade: 6
College/Service: Chelsea College of Arts		Location: Millbank

Purpose of Role:

Devise and deliver parts of the MA Curating and Collections course. Also contribute to the monitoring, management and development of the course in liaison with the Course Leader and course team. Management of associated resources and staff where required. Contribution to general roles as part of the course's needs. To conduct research relevant to the subject of MA Curating and Collections.

Duties and Responsibilities

The main duties will include the following:

- To devise, deliver and organise learning activities that develop practical attributes relating to Curating and Collections
- Devise and teach sessions designed to enhance students' critical awareness.
- To coordinate and undertake general course management responsibilities including assessment and admissions.
- Coordinate and undertake planned internal verification of assessments, providing feedback and guidance on best practice to tutors in accordance with UAL Policy.
- To liaise with Course Leader, Associate Lecturers and Technicians to ensure quality and consistency of delivery across all courses.
- To support the Course Leader in the planning and development of the curriculum and teaching programme for MA Curating and Collections. To pursue internal and external research links in order to maintain and develop the curriculum.
- To support and extend the Course and College's existing links with those in professional practice and related industries as appropriate to the development, maintenance and delivery of teaching programmes.
- Secure productive contacts and links with external organisations that will benefit students on MA Curating and Collections.
- To actively sustain and develop personal research and scholarly activity both individually and through appropriate subject related groups.
- To maintain a professional level of subject expertise by being aware of relevant developments in the field.
- To attend course related meetings and examination boards as required.
- To engage in regular monitoring and review of the quality of the teaching and learning provision in accordance with the procedures of the University.

- To support the process of reviewing MA Curating and Collections units and contribute to the identification and validation of new units.
- To fully utilise University and other information and communication technologies in order to facilitate and enhance students' learning experiences and organisational effectiveness.
- To perform such duties consistent with your position 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 post.
- To commit to the University's Equal Opportunities Policy, together with an understanding of how it operates within the responsibilities of the post.
- To commit to your own development through effective use of the University's appraisal scheme and staff development processes
- 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.
- Course Leader MA Curating and Collections, Programme Director Fine Art and Technical Support Manager, Programme Lead Administrator and Academic Services team.

Specific Management Responsibilities

Budgets: Teaching and consumables budgets, where required and in liaison with the Course Leader.

Staff: Associate Lecturers and Visiting Practitioners where required, in liaison with the Course Leader

Other Learning environment and related equipment and facilities.

Job Title: Senior Lecturer in MA Curating and Collections 0.4FTE
Grade: 6

Person Specification	
Specialist Knowledge/ Qualifications	<p>Degree in relevant subject area.</p> <p>MA in relevant subject area. Desirable</p> <p>Postgraduate qualification in Learning and Teaching in Higher Education or the willingness to complete one in the first year of employment.</p>
Relevant Experience	<p>Applies and shares knowledge and experience as necessary.</p> <p>Commits to own development through effective use of the University's appraisal scheme and staff development processes.</p>
Communication Skills	<p>Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way</p> <p>Ability to maintain accurate and up to date knowledge of best practice in learning and teaching, adapting practices and systems to meet student needs.</p>
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

All shortlisted applicants will be required to undertake the CREDO on-line personality assessment. This assessment provides us with a valuable insight into your preferred working style, temperament, interests and values. We will use your assessment to focus our interview discussion with you, in order to assess the fit between your profile and the role. At the end of the selection process each candidate will be offered the opportunity to receive a copy of the CREDO candidate development report. Staff selection decisions will never be made solely on the basis of a psychometric assessment.