

Job Description	
Job Title Course Leader for MA Photography	
College/Service London College of Communication	Location Elephant and Castle
Contract Length Permanent	Hours per week/FTE 29.6 / 0.8
Accountable to Programme Director Photography	Weeks per year All
Salary £49,534 - £59,644 per annum (pro rata £39,627 - £47,715)	Grade 6
Purpose of the role <p>The Course Leader will be responsible for the academic leadership and management of MA Photography. This course is part of Photography Programme within the Media School at London College of Communication and has three pathways; in Expanded Photographic Practice, Curation and Publishing. The postholder will work collaboratively with the course team, deploying specialist expertise to develop an innovative curriculum that considers photography, curation and publishing as expanded practices that include but are not limited to still and moving image, CGI, 3D Scanning, photogrammetry, automated and algorithmic images.</p> <p>The Postholder will develop and deliver exciting, engaging and innovative teaching and learning, that encourage students to develop expanded practices that challenge existing ways of working with photography. The successful candidate will demonstrate a commitment to the development of their own existing research, practice and/or scholarship.</p> <p>The postholder will demonstrate expertise and experience of working in; expanded photographic practices and/or photographic curation and/or photographic publishing and have a comprehensive knowledge and understanding of both theory and practice. The postholder will be expected to undertake:</p> <ul style="list-style-type: none"> • development and delivery of a distinctive approach to photographic content at postgraduate level, as part of the course team. • development of student-centred learning, teaching and assessment delivery, with the aim of promoting diversity, inclusivity and anti-racism. Responsibility for the providing academic and pastoral support as necessary, monitoring student progress, supporting student's in their studies, and maintaining appropriate records. 	

- pedagogic and curriculum development that stimulate thought and practice, and explores the future of photographic technologies, professional practice and/or theory.
- unit design and delivery that expands the capacity of the course to support students with innovation, sustainability and professional practices at the heart of the curriculum.

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

In consultation with academic, administrative, managerial and technical colleagues (as appropriate):

Academic

Contribute to the academic mission of the Programme and its implementation as an active participant within the University and College committee structures, ensuring clarity of identity, currency of subject agendas, relevance of learning methods and the fulfilment of appropriate standards at each level of study.

Provide the vision for the Course, set the agenda for its development and maintaining and enhancing quality.

Quality Management and Enhancement

Undertake the effective monitoring of the course and lead enhancement activities.

Contribute to, and where appropriate lead on the process of course development, minor modifications, major changes, validation, revalidation and review by the University, external agencies and professional bodies in liaison with relevant Deans/Associate Deans.

Analyse data on student progression and achievement with a view to identifying issues and trends and formulating appropriate action in response.

Contribute to the work of the academic committees of the University and, where appropriate, act as Chair.

Curriculum Design, Content and Organisation

Ensure that the curriculum is relevant, current and consistent with the mission of the Programme and the vision for the course.

Ensure that the delivery of the curriculum is organised and resourced appropriately to the academic award, and to the learning styles and developmental stages of the students

Learning Teaching and Assessment

Ensure that the learning (teaching and assessment) methods employed on the Course are appropriate to the academic award, resources allocated and the demands of the subject and the learning styles and developmental stages of the students.

Plan and manage the assessment process for the Course, to comply with University policy and appropriate academic standards to ensure students are given constructive and timely feedback that helps them improve.

Contribute to University committees, such as Assessment Panels, Boards of Examiners and their sub-boards, as appropriate.

Undertake such teaching duties as are appropriate to the requirements of the course and consistent with your areas of expertise.

Student Support and Guidance

Ensure that students enrolled on the Course are appropriately supported and provided with timely and constructive guidance for their academic development and pastoral care, fulfilling the policies and procedures of the University and the College and utilising appropriate channels and media.

In liaison with the Academic Administration Coordinator/Programme Manager ensure that information provided to students enrolled on the Course is current, accessible and consistent.

Contribute to information provided to students by the University, College and Programme

Ensure the maintenance of standards of student discipline on the Course as detailed within the Student Charter

Ensure effective liaison with, and organisation of student representatives for the course.

Student Progression and Achievement

In liaison with the Academic Administration Coordinator/Programme Manager, ensure that student records are maintained which are current, accurate and constructive.

Be responsible for and, where appropriate, lead the recruitment and selection processes applicable to the Course, ensuring the correct delivery of the University Admissions Policy

Managerial

Contribute to the leadership and management of the Programme by working with academic, administrative, managerial and technical colleagues to ensure quality, consistency and clarity of course delivery.

Recruit, lead, manage and support the academic staff responsible for the delivery of the Course, setting, promoting and maintaining appropriate educational and professional standards of good practice in all aspects of course organisation,

administration and delivery

Work with colleagues across the College to ensure the highest possible standards of student experience in terms of:

- Course promotion (provision of material, contribution to open days and other recruitment activities on – and off-site)
- Student progression
- Student recruitment
- Student induction
- Learning support
- Disability support (only in respect of signposting to students and staff how appropriate professional support can be accessed)

Produce reports and management information as required.

Undertake health and safety duties and responsibilities appropriate to the role and in accordance with University policies and procedures.

Entrepreneurship and Enterprise

Promote a culture of enterprise within the Programme and amongst the student and staff community.

Operate in a collegiate manner in liaising with appropriate colleagues (i.e. Programme Directors, Enterprise Units & Development Team) in order to contribute to the income generating and related sponsorship activities of the University and College in areas that are directly related to their Academic Programme and areas of specialism.

Professional

Establish and maintain appropriate dialogues and relationships with the subject community (academic, governmental and commercial) and its audiences, nationally and internationally, continually updating knowledge of national academic developments, subject and skills, and relevant industrial and technological developments for the benefit of the course, colleagues and students.

Undertake research and/or professional practice to maintain your subject currency as part of own continuing professional development to ensure you maintain your position as a leader in your field, actively promoting and contributing to the professional and research profile of the Programme, as an individual and through research groups and / or consultancy projects.

Support and contribute to the Course, Programme, School, College and University's external profile.

Make a constructive contribution to the development of the broader academic and cultural direction of the College as required

General

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.

- 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).

Key Working Relationships -

- Senior managers
- Managers at same level
- Academic staff managed
- External partners
- Students

Specific Management Responsibilities -

Course Budgets -

Assist Programme Director by monitoring expenditure across following budget areas -

- Associate Lecturer/Visiting Practitioner budget, in association with the Programme Director
- Consumables budget
- Project budgets

Course Staff -

- Established academic staff
- Associate Lecturers / Visiting Practitioners

Other (e.g. accommodation, equipment) -

To ensure appropriate staff are taking action where following are in need of repair or maintenance -

- Academic office(s) and associated equipment, fixtures and fittings
- Studio(s) and associated equipment, fixtures and fittings

Signed *D. Alexander*

(Recruiting Manager)

Date of last review -

7/5/23

Job Title - Course Leader MA Photography

Grade - 6

Person Specification	
Specialist Knowledge/Qualifications	<p>Post graduate degree or equivalent professional experience in related fields (Essential)</p> <p>PhD or Higher level research degree (desirable)</p> <p>Teaching qualification (PG Cert or equivalent) (desirable) or requirement to study for this within 3 years of appointment</p> <p>Fellowship of the Higher Education Academy (e.g. Fellow or Senior Fellow) or willingness to achieve this (desirable)</p> <p>Expertise in, and in-depth knowledge of, one or more of these three fields: Expanded Photographic Practice, Curation, Publishing.</p> <p>Expertise in, and in-depth knowledge of, historical and contemporary photographic, fine art and new media theory in relationship to expanded photographic practices, including curation and publishing.</p>
Relevant Experience	<p>Experience of post graduate teaching (essential)</p> <p>Experience of managing a Post Graduate Taught course / course leadership (desirable)</p>
Teaching and Learning	<p>Experience of developing innovative, student-centred and reflexive learning and teaching methods, that demonstrate an ongoing commitment to the development of pedagogy as a creative practice.</p> <p>Experience of embedding and promoting equality, diversity and inclusivity in all</p>

Person Specification	
	aspects of teaching, assessment and student support.
Student experience	<p>Contributes to improving or adapting provision to enhance student experience.</p> <p>Shows commitment to understanding the range of students' experiences within a course, in particular in supporting international student cohorts.</p>
Professional Practice/ KE/ Research	<p>Evidence of research, knowledge exchange and/ or professional practice that contributes to the advancement of one or more of the following areas: Expanded Photographic Practices, Curation, Publishing.</p> <p>Applies own research to develop learning and assessment practice</p>
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance.
Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration.
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives.
Communication Skills	Communicates effectively orally and in writing adapting the medium and the message for a diverse audience in an inclusive and accessible way.
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems.