

JOB DESCRIPTION & PERSON SPECIFICATION			
Job Title: Diploma in Professional Studies Placement Tutor – Jewellery and Textiles		Accountable to: Programme Director, Jewellery and Textiles	
Contract Length: Permanent	Hours/ FTE: 18.5 / 0.5		Weeks per year: 52
Salary £37,265 - £44,708 pro rata (£18,632 - £22,354)		Grade: 5	
College/ Service: Central Saint Martins, Jewellery & Textiles Programme		Location: King's Cross	
Purpose of the role To be responsible to the for: <ul style="list-style-type: none">• The coordination of the Diploma in Professional Studies (DPS) for BA Jewellery Design and BA Textile Design courses within the J&T Programme, including the maintenance and enhancement of standards and responsibility for the implementation and delivery of the curriculum.• The development and management of company relationships and the network of professional placement opportunities within the DPS• The day to day management of the DPS including all areas of learning, teaching and assessment of students as well as resources allocated.• Observing and implementing the policies and procedures of the University and the College.			
Duties and Responsibilities In consultation with the Programme Director, Course Leaders, Programme Administration Manager and Associate Deans (as appropriate) to:			
Academic <ul style="list-style-type: none">• Provide the vision for the DPS, set the agenda for its development and the maintenance and enhancement of quality.• Contribute to the academic mission of the Programme and its implementation as a member of the Course Academic Management Team, ensuring clarity of identity, currency of subject agendas, relevance of learning methods and the fulfillment of appropriate standards of study.			
Quality Management and Enhancement <ul style="list-style-type: none">• Undertake the effective monitoring of the DPS and lead enhancement activities.• Contribute to, and where appropriate lead on the process of DPS and 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 Course, Programme, College and University in accordance with College and University policies and procedures and where appropriate act as Chair.			

Curriculum Design, Content and Organisation

- Ensure that the curriculum is relevant, current and consistent with the vision for the courses and the mission of the Programme.
- Ensure that the delivery of the curriculum is organised in such a way as to be appropriate to the resources available and to the learning styles and developmental stages of the students concerned.

Learning Teaching and Assessment

- Ensure that the learning, teaching and assessment methods employed on the DPS are appropriate to the academic award(s), resources allocated, the demands of the subject and the learning styles and developmental stages of the students.
- Plan and manage the assessment process for the DPS, to comply with University policy and to ensure students are given constructive and timely feedback that helps them improve.
- Contribute to Assessment Panels, Boards of Examiners and their sub-boards as appropriate.
- Undertake such teaching duties as are appropriate to the requirements of the DPS and consistent with your areas of expertise.

Student Support and Guidance

- Ensure that students enrolled on the DPS 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 Programme Lead Administrator ensure that information provided to students enrolled on the DPS is current, accessible and consistent, including:
 - DPS promotional materials;
 - DPS Handbook;
 - Student timetables;
 - Unit, Project, assignment briefs;
 - Learning materials
 - Tutorial and consultation records;
 - Feedback on assessment (formative and summative)
- Contribute to information provided to students by the University, College, Programme and Course
- Ensure the maintenance of standards of student discipline on the DPS as detailed within the Student Charter
- Ensure effective liaison with, and organisation of student representatives for the DPS.

Student Progression and Achievement

- In liaison with the Programme Lead Administrator, ensure that student records are maintained which are current, accurate and constructive, including:
 - Attendance records
 - Achievement and progression
 - Support needs

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

Management

- Work with academic, administrative, managerial and technical support colleagues to ensure quality, consistency and clarity of course delivery, including:
 - Associate Deans as appropriate
 - The Course Leaders to ensure the delivery of the DPS within the Courses
 - The Programme Lead Administrator to ensure the effective and efficient utilisation of financial, human, technical and accommodation resources
 - Technical Coordinators to ensure the effective and efficient utilisation of technical resources.
- Lead, manage and support the academic staff responsible for the delivery of the DPS, setting, promoting and maintaining appropriate educational and professional standards of good practice in all aspects of DPS organisation, administration and delivery, through:
 - Effective induction and briefing and, where appropriate, the University's probation procedures
 - Timely provision of teaching schedules
 - Timely communication in a form appropriate to the subject and to the audience
 - Supportive direction
 - Effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- Work with colleagues across the College to ensure the highest possible standards of student experience in terms of:
 - DPS 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 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 procedure.

Entrepreneurship and Enterprise

- Promote a culture of enterprise within the DPS and Course Team and amongst the student community
- In liaison with the Course Leader, Director of Enterprise and Innovation and course team, develop business-related, sponsorship and income generating opportunities and activities connected with the course/subject and research activities, including the development of full cost courses and consultancy services.

- Contribute to the income generating activities of the University and College, including the development of and active participation in fundraising activities

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 Course and Programme, as an individual and through research groups and / or consultancy projects
- Support and contribute to the DPS, Courses, Programme, College and University's external profile
- Contribute positively 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 undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity 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 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:

- Programme Director
- Programme Quality Coordinator
- Course Leaders
- Programme Lead Administrator
- CSM Placement and Exchange Administrator
- CSM Health and Safety Officer
- Academic staff
- External partners
- Students

Specific Management Responsibilities:
Budgets: <ul style="list-style-type: none">• As appropriate Staff: <ul style="list-style-type: none">• Associate Lecturers / Visiting Practitioners / Special Lecturers / Mentors as appropriate Other (e.g. accommodation, equipment): <p>To ensure appropriate staff are taking action where following are in need of repair or maintenance:</p> <ul style="list-style-type: none">• Academic office(s) and associated equipment, fixtures and fittings• Studio/ workshop (s) and associated equipment, fixtures and fittings
Signed: Caroline Broadhead
Date of last review:

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Grade: 5

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

Person Specification	
Specialist Knowledge/ Qualifications	<p>Undergraduate degree in Jewellery or Textile Design or associated field.</p> <p>Postgraduate degree in Jewellery or Textile Design (desirable)</p> <p>HE teaching qualification (desirable).</p> <p>Is regarded as an authority in field of specialism with internal and external peers in the design industry (desirable)</p> <p>A detailed knowledge and understanding of contemporary national and international design industries (desirable)</p> <p>A working knowledge of current HEFC and legislative requirements concerning work placements in the UK and elsewhere (desirable)</p> <p>Willing to commit to own development through effective use of the University's appraisal scheme and staff development processes.</p>
Relevant Experience	<p>Day to day course management including delivery and development.</p> <p>Experience of actively seeking to build productive and enduring relationships between teams of people to strengthen working relationships and encourage learning activities throughout the DPS.</p> <p>Ability to lead and develop internal and external networks to contribute to the delivery of the aims of the degree courses and the DPS.</p> <p>Ability to maintain up to date knowledge of services available in own and related areas of</p>

	work adapting services and systems to meet student needs.
Communication Skills	Communicates effectively orally and in writing adapting the message for diverse audiences in an inclusive and accessible way
Leadership and Management	Co-ordinates and motivates 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
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 and with different professional groups
Student experience or customer service	Builds and maintains positive relationships with students and placement providers
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

Last updated: November 2017