

## Job Description and Person Specification

### Job Title – Pathway Leader BA Fashion Journalism

Job Description	
<b>College/Service</b> Central Saint Martins	<b>Location</b> Kings Cross
<b>Contract Length</b> Permanent	<b>Hours per week/FTE</b> 22.2 / 0.6
<b>Accountable to</b> Course Leader, BA (Honours) Fashion	<b>Weeks per year</b> 52
<b>Salary</b> £48,534 to £58,474 pro rata (£29,120.40 - £35,084.40 per annum)	<b>Grade</b> 6

Job Description
<b>Purpose of role</b>  The <b>Pathway Leader BA Fashion Journalism</b> is responsible for teaching, curriculum development, and on-going scholarship on the <b>BA Fashion</b> course. This course is part of the <b>Fashion Programme</b> at <b>Central Saint Martins</b> . The post-holder will work collaboratively within a course team, deploying specialist expertise to develop pedagogy and the curriculum in innovative and critical directions.

## Job Description

### Purpose of role

The post-holder will be expected to undertake –

- Responsibility for the 2<sup>nd</sup> and final year group of undergraduate students' pastoral support, progress and attendance, maintaining records and liaising with colleagues as appropriate.
- Pedagogic and curriculum development that stimulate thought and practice that challenge the canon of **fashion journalism** with the aim of promoting diversity and inclusivity.
- Expand the capacity of the course design in line with other pathways and the whole course ethos.

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 Course, Programme or College.
- To stay abreast of research and other developments in **fashion journalism** and to ensure that these developments are reflected in the curriculum in consultation with colleagues and within the structures and mechanisms established by the University and the College.
- To extend the level of subject expertise and critical understanding on the Course so as to keep the curriculum at the forefront of **critical creative** practice and relevant to a diverse and international range of students.

## Job Description

- To conduct assessment, formative and summative, which is rigorous, fair and clear and complies with the policies established by the University and the College.
- To lead the organisation of assessment for stage 1/2/3 ensuring the rigour and parity of the process.
- 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 the course team and course leader, respond to the issues raised through this engagement.
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- In consultation with the Course Leader, 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 the subject **fashion journalism**.
- To contribute to the devising and delivery of activities (including income generation) which will benefit students' educational experience and graduate outcomes.
- Familiar with debates and research relating to decolonising the curriculum and awarding gaps within the HE Sector.

## Job Description

### Quality, Management and Enhancement

- To contribute to strategic planning in relation to the course/programme in areas such as student recruitment, the deployment of resources, research and knowledge exchange.
- To lead curriculum design developments in the context of revalidation, in consultation with the course leader, 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 Course Committee of the Course and of such other committees, including other course committees and 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.

- Course Leader & Course Team including Hourly Paid Lecturers
- Programme Director
- Course Pathway Leaders
- Programme Quality Coordinator
- Programme Research Leader
- Programme Lead Administrator
- Fashion Programme Administrative Team
- Technical Coordinators and teams, as appropriate
- Academic staff managed
- External partners
- Students

### Specific Management Responsibilities

#### **Budgets: (in consultation with CL)**

- Associate Lecturer/Visiting Practitioner budget
- Consumables budget
- Project budgets

#### **Staff:**

- Established academic staff
- Associate Lecturers / Visiting Practitioners / Special Lecturers / Mentors

#### **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/ workshop (s) and associated equipment, fixtures and fittings

Signed

**(Recruiting Manager)**

Date of last review \_\_\_\_\_ **[Type in details]**

## Person Specification

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#### Grade - 6

Shortlisting will be based on evidence (with appropriate examples where necessary) you provide in your personal statement to demonstrate clearly how you meet the following criteria.

<b>Person Specification</b>		
<b>Means of Testing - A=application I=interview T=selection task</b>		
Specialist Knowledge/ Qualifications	Undergraduate degree in <b>fashion journalism</b> or associated subject.	A
	Higher degree (e.g. MA) in <b>fashion journalism</b> or associated subject <b>(Desirable)</b> .	A
	PhD or Higher level research degree <b>(Desirable)</b> .	A
	Teaching qualification (PG Cert or equivalent) <b>(Desirable)</b> .	A
	Member of the Higher Education Academy <b>(Desirable)</b> .	A
	Understanding of fashion print as part of broader design practices	AI
Teaching	Experience of teaching & assessment in a higher education environment (permanent, fractional, or hourly paid contract).	A
	Applies an inquiring, innovative and reflexive approach to teaching.	TI
	Considers equality, diversity and inclusivity in all	IA

	<p>aspects of teaching and assessment.</p> <p>Shows commitment to understanding the range of students' experiences within a course.</p>	IA
Leadership, Management and Teamwork	Collaborates and works effectively within team and across different professional groups.	IA
	Works effectively and respectfully with a wide range of people.	IA
	Fosters inclusive and constructive teamwork and problem-solving.	IA
Research, Knowledge Exchange and Professional Practice	Evidence of research, knowledge exchange and/ or professional practice that contributes to the advancement of <b>fashion journalism</b> activity and is relevant to the goals of the Programme, College and University.	IA
	Evidence of using contacts within subject peer group to develop partnerships or collaboration.	IA
	Familiar with debates and research relating to decolonising the curriculum and awarding gaps within the HE Sector.	IA
Planning and Managing Resources	Plans, prioritises and manages resources effectively to achieve objectives.	IA