

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Course Leader, BA Jewellery Design	Accountable to: Programme Director, Jewellery & Textiles
Contract Length: Permanent	Hours per week/FTE: 37 hours / 1.0 FTE
Salary: £44,708 to £53,865 per annum	Grade: 6 Weeks per year: 52
College/Service: Central Saint Martins College of Arts and Design	Location: King's Cross

Purpose of the role:

To be responsible to the Programme Director for:

- The academic leadership and management of the BA Jewellery Design course, including the maintenance and enhancement of standards and responsibility for the design, development and delivery of the curriculum
- The day to day management of the BA Jewellery Design course 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 academic, administrative, managerial and technical colleagues (as appropriate) to:

Academic

Contribute to the academic mission of the Jewellery and Textiles 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 BA Jewellery Design course, set the agenda for its development and maintaining and enhancing quality.

Quality Management and Enhancement

Undertake the effective monitoring of the BA Jewellery Design course and lead enhancement activities.

Contribute to, and where appropriate lead on the process of BA Jewellery Design 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 BA Jewellery Design 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 BA Jewellery

Design 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 BA Jewellery Design 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 BA Jewellery Design course and consistent with your areas of expertise.

Student Support and Guidance

Ensure that students enrolled on the BA Jewellery Design 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 Programme Administrative Manager ensure that information provided to students enrolled on the BA Jewellery Design 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 BA Jewellery Design 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 Programme Administrative Manager to ensure that student records are maintained which are current, accurate and constructive.

Be responsible for and lead the recruitment and selection processes applicable to the BA Jewellery 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 BA Jewellery Design 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 procedure.

Entrepreneurship and Enterprise

Promote a culture of enterprise within the BA Jewellery Course and the Jewellery & Textiles 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 Course and Programme, as an individual and through research groups and / or consultancy projects.

Support and contribute to the Course, Programme, 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

Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.

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.

Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Perform such duties consistent with the role as may be assigned from time to time, anywhere within the University.

Key Working Relationships:

- Senior managers
- Managers at same level
- Academic staff managed
- Programme Administrative Manager and team
- Technical Coordinators and Team
- External partners
- Students

Specific Management Responsibilities:

Course Budgets:

Assist Programme Director by monitoring expenditure across following course 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 the 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

Job Title: Course Leader, BA Jewellery**Grade: 6**

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 Design or associated discipline.</p> <p>Postgraduate degree in Jewellery Design or associated discipline (desirable)</p> <p>PhD in Jewellery Design or associated discipline (desirable)</p> <p>PgC in Higher Education (desirable)</p> <p>Is regarded as a leading authority in Jewellery Design with internal and external peers</p> <p>A detailed knowledge and deep understanding of design processes and practices in relation to Jewellery Design</p> <p>Knowledge of contemporary Jewellery practice nationally and internationally</p> <p>Understanding of Jewellery Design as part of broader design practices</p> <p>Understanding of Jewellery Design as part of broader business practices</p>
Relevant Experience	<p>Professional practice and / or research at a senior level in Jewellery Design</p> <p>Academic leadership of Jewellery Design at HE level, including the maintenance and enhancement of standards.</p> <p>Day to day course management including delivery and development</p>
Communication Skills	Communicates effectively orally and in writing,

	adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Research / Professional Practice / Teaching and Learning	Applies innovative approaches to course leadership, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
	Applies own research / professional practice to develop learning and assessment practice
Research / 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	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student experience or customer service	Contributes to improving or adapting provision to enhance the student experience or customer service
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

Personality Test

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.

Last Updated: March 2018

