

Job Description and Person Specification

Job Title – Senior Lecturer and Knowledge Exchange Leader: Access and Progression.

Job Description	
College/Service Access and Progression in HE Programme Central Saint Martins, Central Saint Martins	Location CSM Archway, London
Contract Length Permanent	Hours per week/FTE 29.6 / 0.8
Accountable to Programme Leader (Access and Progression into HE)	Weeks per year Part Time
Salary £46,423 to £55,932 (pro rata) per annum	Grade 6

Job Description
Purpose of role The Senior Lecturer and Knowledge Exchange Leader: Access and Progression is responsible for teaching, curriculum development, and on-going scholarship on the Access and Progression Programme at Central Saint Martins. The post-holder will work collaboratively deploying specialist expertise to develop pedagogy and the curriculum in innovative and critical directions. As Knowledge Exchange (KE) leader the post holder will take strategic and operational responsibility for leadership and management of a comprehensive range of inter-related projects, placements, events, and networks across the Access and Progression Programme relating to Knowledge Exchange (KE) in its broadest sense.

Job Description

Purpose of role

The post-holder will be expected to undertake –

- Responsibility for 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 Art and/or Design with the aim of promoting diversity and inclusivity.
- Expand course design to meet the need to develop broad KE understanding, activities and capacity as part of the interplay with industry, third sector, public engagement and community developments within the Access and Progression Programme, College, UAL and wider relevant communities across the UK and internationally.

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 Art and/or Design 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.

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- To extend the level of subject expertise and critical understanding on a course so as to keep the curriculum at the forefront of inclusive professional practice and relevant to a diverse range of students.
- 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 provide both academic and pastoral support to students, monitoring progress and attendance, and maintaining appropriate records.
- To develop impactful opportunities when planning KE projects for the Programme and to promote these opportunities and initiatives widely across the Programme and College.

Professional

- To initiate or engage in pedagogic inquiry and teaching development as required with the specific focus of improving student engagement, and student experience and progression.
- In consultation with the Course Leaders, to liaise with staff, including academic and technical, 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 of Art and/or Design.
- To contribute to the devising and delivery of activities (including income generation) which will benefit students' educational experience and graduate outcomes, including through developing industry partnerships.
- With CSM colleagues build the Access and Progression Programme profile nationally and internationally through KE related work - delivery of high-quality projects, events and development of partner and community relationships for both staff and student initiatives, including placements and supporting work based learning strategies.
- To provide KE and community development related advice and guidance within HE and other related sectors to contribute to the evolution of CSM and Innovation and enterprise related initiatives. Act as CSM representative at professional meetings, fora, and events.

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 Academic Programmes or Head of College require.
- To manage, monitor, co-ordinate and evaluate the development and implementation of the Access and Progression Programme strategic KE plans and data for a range of projects and activities within agreed time frames.

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).
- To ensure appropriate ethical, IP and legal requirements are adhered to.

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Key Working Relationships - Managers and other staff, and external partners, suppliers etc. with whom regular contact is required.

- Students
- Course Leader & Course Team including Hourly Paid Lecturers
- Programme Director
- Associate Deans
- Programme Administration Manager
- Technical Staff
- Student and Academic Support
- Language Centre
- Counselling Service
- CSM Innovation and Business Team

Specific Management Responsibilities

- **Budgets – Project Budgets**

Signed _____ (Recruiting Manager)

Date of last review May 2021 [Type in details]

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Person Specification

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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		
Means of Testing - A=application I=interview T=selection task		
Specialist Knowledge/Qualifications	Undergraduate degree Art and/or Design or associated subject.	A
	Higher degree (e.g. MA) in Art and/or Design or associated subject (Desirable).	A
	Teaching qualification (PG Cert or equivalent) (Desirable).	A
	Member of the Higher Education Academy (Desirable).	A
	Experience of IP, Contract research or cross sector project management (Desirable).	A
	Membership of professional bodies and associations is desirable.	A

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Person Specification		
Teaching	<p>Experience of teaching & assessment in a higher education environment (permanent, fractional, or hourly paid contract), including experience of online/ blended learning.</p> <p>Applies an inquiring, innovative and reflexive approach to teaching.</p> <p>Considers equality, diversity and inclusivity in all aspects of teaching and assessment.</p> <p>Shows commitment to understanding the range of students' experiences within a course.</p>	<p>A</p> <p>TI</p> <p>IA</p> <p>IA</p>
Leadership, Management and Teamwork	<p>Industry / professional experience of leading projects with partners and diverse participants</p> <p>Collaborates and works effectively within team and across different professional groups.</p> <p>Works effectively and respectfully with a wide range of people.</p> <p>Fosters inclusive and constructive team work and problem-solving.</p>	<p>IA</p> <p>IA</p> <p>IA</p> <p>IA</p>

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Research, Knowledge Exchange and Professional Practice	Evidence of research, knowledge exchange and/or professional practice that contributes to the advancement of Art and/or Design 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
Planning and Managing Resources	Plans, prioritises and manages resources effectively to achieve objectives.	IA