

## Job Description and Person Specification

Job Title: Curriculum Leader, Foundation Plus (Foundation Diploma in Art & Design)

Job Description	
<b>College/Service</b> Central Saint Martins	<b>Location</b> Archway Campus
<b>Contract Length</b> Fixed term for 8 months	<b>Hours per week/FTE</b> 22.2/ 0.6
<b>Accountable to</b> Programme Director, Access and progression in Higher Education	<b>Weeks per year</b> P/T
<b>Salary</b> £46,423 - £55,932 pro rata (£27,853.80 - £33,559.20 per annum)	<b>Grade</b> 6

Job Description
<b>Purpose of role</b>  The Curriculum Leader Foundation Plus is responsible for teaching, curriculum development, and on-going scholarship on the Foundation Diploma in Art and Design Course. This course is part of the Access and Progression in Higher Education programme at Central Saint Martins. 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 the following responsibilities:

- Contributing to the overall academic leadership and management of the Programme and its constituent courses, ensuring the maintenance and enhancement of standards.
- Lead on specific aspects of provision across the Course or Programme.
- Working collegially across the College and University so as to ensure the Programme is fully embedded within the wider institutional context.
- The day-to-day leadership and management of Foundation Plus including all areas of learning, teaching and assessment of students, the design, development and delivery of the curriculum as well as resources allocated.
- Observing and implementing the policies and procedures of the University and the College.

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 the Course so as to keep the curriculum at the forefront of creative practice and relevant to a diverse and international 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.
- In consultation with the Programme Director set the agenda for the maintenance and enhancement of quality of FAD Plus and other alternative models of delivery.
- 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.
- 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.
- In consultation with the Programme Director, 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 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.

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### 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 Programme Director, 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 Board of Studies 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.

- Students
- Programme Director
- FAD Curriculum Leaders & Course Team including Hourly Paid Lecturers
- Assistant Deans
- Programme Administration Manager
- Technical Staff
- Student and Academic Support
- Language Centre
- Counselling Service

### Specific Management Responsibilities

- 1) Contribute to the leadership and management of the Course and Programme by working with academic, administrative, managerial and technical colleagues to ensure quality, consistency and clarity of course delivery.
- 2) Lead, manage and support the academic staff responsible for the delivery of the FAD Plus and other alternative models of delivery, setting, promoting and maintaining appropriate educational and professional standards of good practice in all aspects of course delivery, organisation and administration, including undertaking the observation of learning and teaching in accordance with University procedures:
  - Student induction
  - Learning support
  - Disability support

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- 3) Produce reports and management information as required.
- 4) As agreed with the Programme Director on an annual basis through the PRA, adopt cross-Course and/or Programme co-ordinating responsibilities in areas such as:
  - Open Days
  - Timetabling
  - End of Year Exhibition
  - Digital Literacy
  - Etc.
- 5) Undertake health and safety duties and responsibilities appropriate to the role and in accordance with University policies and procedure.

Signed \_\_\_\_\_

Date of last review \_\_\_\_\_

**(Chris Roberts)**

**[January 2021]**

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## 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 an Art and/or Design or associated subject.	A
	Higher degree (e.g. MA) in an Art and/or Design or associated subject (Desirable).	A
	PhD or Higher level research degree (Desirable).	A
	Teaching qualification (PG Cert or equivalent) (Desirable).	A
	Member of the Higher Education Academy (Desirable).	A
Teaching	Substantial experience of delivery of level FE 3/4 qualifications in arts & design, including the development of curriculum and conducting assessment in a further and/or higher education environment (permanent, fractional, or hourly paid contract).	A

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<b>Person Specification</b>		
	Applies an inquiring, innovative and reflexive approach to teaching.	TI
	Considers equality, diversity and inclusivity in all aspects of teaching and assessment.	IA
	Shows commitment to understanding the range of students' experiences within a course.	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 team work 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 an Art and/or Design or associated subject 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