



Job Description and Person Specification

Job Title – Course Leader, MA Communicating Complexity

Job Description	
College/Service Central Saint Martins	Location Kings Cross, Granary Square, London N1C 4AA
Contract Length Permanent	Hours per week/ FTE 22.2 / 0.6 FTE
Accountable to Programme Director, Graphic Communication Design	Weeks per year 52 ft
Salary £48,534 - £58,474 pro rata (£29,120.40 - £35,084.40 per annum)	Grade 6
Purpose of the role To be responsible to the Programme Director for - <ul style="list-style-type: none">• The academic leadership and management of the 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 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 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 Course, set the agenda for its development and maintaining and enhancing quality.

Quality Management and Enhancement

Undertake the effective monitoring of the course and lead enhancement activities.

Contribute to, and where appropriate lead on the process of 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 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 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 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 course and consistent with your areas of expertise.

Student Support and Guidance

Ensure that students enrolled on the 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 Academic Administration Coordinator/Programme Manager ensure that information provided to students enrolled on the 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 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 Academic Administration Coordinator/Programme Manager, ensure that student records are maintained which are current, accurate and constructive.

Be responsible for and, where appropriate, lead the recruitment and selection processes applicable to the 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 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

Entrepreneurship and Enterprise

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

Support and contribute to the Course, Programme, School, 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.

Familiar with debates and research relating to decolonising the curriculum and awarding gaps within the HE Sector.

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.
- 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 -

- Senior managers
- Managers at same level
- Programme administrative team
- Academic staff managed
- External partners
- Students

Specific Management Responsibilities -

Course Budgets -

Assist Programme Director by monitoring expenditure across following budget areas -

- Associate Lecturer/Visiting Practitioner budget, in association with the Programme Director
- Project and consumables budgets, in association with the Programme Director

Course Staff -

- Established academic staff
- Associate Lecturers / Visiting Practitioners

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(s) and associated equipment, fixtures and fittings
- IT and related equipment

Dr. Rebecca Ross

October 7, 2022

ual:

Job Title - Course Leader BA Graphic Communication Design

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>Postgraduate qualification, or equivalent, in Graphic or Communication Design, Media Studies, or a related discipline.</p> <p>Regarded as a leading authority in field of specialism both by internal and external peers, through a track record of research and/or professional practice.</p> <p>PhD in Graphic or Communication Design, Media Studies, or a related discipline (desirable).</p>
Relevant Experience	<p>Experience of teaching at an HE institution.</p> <p>Experience developing curriculum and delivery in relevant area of expertise.</p> <p>Experience managing own time and resources and identifying ways of achieving objectives.</p> <p>Experience of assessment, quality processes and operational planning within an HE environment.</p> <p>Experience with IT systems in use in higher education, virtual learning environments, as well as relevant subject specialist technologies.</p> <p>Experience of leadership at an HE institution (desirable).</p>
Communication Skills	<p>Communicates effectively orally, visually and in writing, adapting the medium and messages for</p>

Person Specification	
	diverse audiences in inclusive and accessible ways.
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance.
Research, Teaching and Learning	<p>Applies innovative digital approaches to course leadership, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity.</p> <p>Applies own research to develop learning, teaching and assessment practice.</p> <p>Familiar with debates and research relating to decolonising the curriculum and awarding gaps within the HE Sector.</p>
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in relevant 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	Contributes to improving or adapting provision to enhance the online student experience or customer service.
Creativity, Innovation and Problem Solving	Contributes and applies practical solutions to new or unique problems.

Last Updated - 10 07 2022

Job Description and Person Specification

Job Title – Senior Lecturer, Graphic Communication Design

Job Description	
College/Service Central Saint Martins	Location Kings Cross, Granary Square, London N1C 4AA
Contract Length Permanent	Hours per week/ FTE 14.8 / 0.4 FTE
Accountable to Programme Director, Graphic Communication Design	Weeks per year 52 ft
Salary £48,534 - £58,474 pro rata (£19,413.60 to £23,389.60 per annum)	Grade 6

Purpose of the role

The Senior Lecturer in Graphic Communication Design is responsible for teaching, curriculum development, and on-going scholarship on the Graphic Communication Design Programme at Central Saint Martins. The post-holder will work collaboratively across course teams, deploying specialist expertise to develop and deliver pedagogy and the curriculum in innovative and critical directions.

An important ambition of this role is to contribute to the development of a cross-course staff culture which supports the implementation of programme-wide subject initiatives and sharing of best practices across courses.

The post-holder will be expected to undertake –

- Contribute to curriculum, delivery, learning environment and enhancement on undergraduate and postgraduate courses across GCD
- Work flexibly across the GCD Programme in close collaboration with the Programme Director on a range of projects, depending on strategic need

This responsibility is of immediate strategic importance and may develop or change in the light of new priorities.

Duties and Responsibilities

Teaching:

- To undertake teaching as appropriate to the purpose of the role and the subject areas of the Courses, Programme or College.
- To contribute to the academic mission of the Programme and Courses and its implementation as a member of the Programme and Courses Team, ensuring currency and relevance of subject agendas, appropriateness of learning methods, and the maintenance of academic standards at each level of study in alignment with the purpose of the

role.

- To stay abreast of research and other developments in graphic communication 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 and in alignment with the purpose of the role.
- To extend the level of subject expertise and critical understanding on the Course so as to keep the curriculum at the forefront of academic and professional graphic communication design practice and relevant to a diverse and international range of students in alignment with the purpose of the role.
- 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 participate in student recruitment in a fair and rigorous way that complies with the policies established by the University and the College.
- To stay abreast of developments in creative and critical pedagogies aligned with the purpose of the role, including developments in digital learning and teaching, and to ensure that these developments are reflected in the evolution of the teaching and learning methods employed on courses.
- To conduct, and where relevant organise, assessments ensuring rigour and parity of process.
- To provide both academic and pastoral support to students where applicable, monitoring progress and attendance, and maintaining appropriate records.
- To lead and deliver on academic projects that advance the curriculum in alignment with the purpose of the role and as agreed with the Course Leader or Programme Director.

Professional

- To initiate or engage in pedagogic inquiry and teaching development as required, and in alignment with the purpose of the role, 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.
- In consultation with the Course Leader, to liaise with other staff to enhance and extend the educational and creative links between the Courses and other courses across the Programme, College and University.
- To undertake scholarly activity (including research, knowledge exchange or teaching) relevant to the subject of graphic communication design 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 Programme, as an individual and through research groups and / or consultancy projects.
- To contribute to the devising and delivery of activities (including income generation) which will benefit students' educational experience and graduate outcomes.
- Familiarity 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 courses/programme in areas such as student recruitment, the deployment of resources, research and knowledge exchange.
- To lead curriculum and delivery design developments related to the purpose of the role in consultation with course leaders and 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 actively support and lead where required processes of curriculum and course management, in liaison with the course leaders, the programme administrator and the student community.
- To be a member of the Course Committees of the Courses and of such other committees, including other course committees and examination boards, as the Dean of School or Head of College require.
- In consultation with the Programme Director and Course Leaders, to liaise with other staff to enhance and extend the educational and creative links between the Courses and other courses and programmes across College and University.

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 provided 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.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).

Job Description

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

- Students
- Course Leaders & Course Teams, including Hourly Paid Lecturers
- Programme Director & Admin Team
- Associate Deans
- Programme Administration Manager
- Technical Staff
- Student and Academic Support
- Language Centre
- Counselling Service
- Digital Learning Team
- UAL Employability Team
- Placement & Exchanges Team

Course Budgets -

Assist Programme Director by monitoring expenditure across following budget areas -

- Project-specific budgets, in collaboration with the Course Leaders or Programme Director

Specific Management Responsibilities

- Established academic staff
- Associate Lecturers / Visiting Practitioners

Other -

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(s) and associated equipment, fixtures and fittings
- IT and related equipment

Signed -

(Recruiting Manager)

Date of last review -

[Type in details]

Senior Lecturer, Graphic Communication Design
Grade - 6

Person Specification		
Means of Testing - A=application I=interview T=selection task		
Specialist Knowledge/Qualifications	Undergraduate degree in a subject relevant to the role or associated subject.	A
	Higher degree (e.g. MA) in a subject relevant to the role 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	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 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 Graphic Communication and 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
	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

