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Job Description and Person Specification

Job Title – Stage Coordinator MA Narrative

Environments

College/Service Central Saint Martins	Location King's Cross
Contract Length Permanent	Hours per week/FTE 14.8/ 0.4 FTE
Accountable to Course Leader	Weeks per year 52
Salary £41,454 - £49,534 pro rata (£16,581.60 - £19,813.60 per annum)	Grade 5

Purpose of role

Duties and Responsibilities

To undertake teaching, assessment, unit management, communications and curriculum development as appropriate for the MA Narrative Environments course.

Teaching

- The post-holder will be expected to undertake
- To undertake teaching as appropriate to your areas of expertise and the subject areas of the Course, Programme or College.
 - Responsibility for students' pastoral support, progress and attendance, maintaining records and liaising with colleagues as appropriate.
 - Teach a weekly general session covering year progress and course admin
 - Management of communications across students and tutor team.
 - Contributes to curricular development that stimulates thought and practice that challenge the canon of creative practice to enable students to become problem finders and change makers with the aim of promoting diversity and inclusivity.
 - Manage communications with students about deadlines etc.
 - Stay abreast of research and other developments in MA Narrative Environments 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.
 - 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.

- Extend the level of subject expertise and critical understanding on the

Course so as to keep the curriculum at the forefront of critical creative and professional practice and relevant to a diverse and international range of students.

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- Work with course team to ensure guidelines, briefs, and assessment criteria are clear and contributing to student development.
- Conduct assessment, formative and summative, which is rigorous, fair and clear and complies with the policies established by the University and the College.
- Support the Course Leader and Programme Director in the management of the programme of teaching and assessment in MA Narrative Environments through communications with other tutors.
- Provide both academic and pastoral support to students, monitoring progress and attendance, and maintaining appropriate records.
- Undertake planned internal verification of assessments, providing feedback and guidance on best practice to tutors.
- Work with the Course Leader and course team in the planning and development of the curriculum and teaching programme, and coordinate staffing for that programme.
- Develop information guidelines for the students for university resources.
- Fully utilise University and other information and communication technologies in order to facilitate and enhance students' learning experiences and organisational effectiveness.
- Support the process of reviewing appropriate units and contributing to the identification and validation of new units/courses

Professional

- 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.
- Initiate or engage in pedagogic inquiry and teaching development as required with the specific focus of improving student engagement, experience and progression.
- In consultation with the Course Leader, 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.

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- Undertake scholarly and creative activity (including research, knowledge exchange or teaching) relevant to the subject and responsibilities.
- Contribute to the devising and delivery of activities (including income generation) which will benefit students' educational experience and graduate outcomes.
- Be familiar with debates and research relating to decolonising the curriculum and awarding gaps within the HE Sector (Academic).
- Secure productive contacts and/or links with external organisations, employers and agencies that will benefit students through opportunities for space, exhibition, and project development and maintain good records of these contacts.
- Maintain a professional level of subject expertise by being aware of relevant industrial and technological developments in the field.

Quality, Management and Enhancement

- Contribute to strategic planning in relation to the course/programme in areas such as student recruitment, the deployment of resources, research and knowledge exchange.
- 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.
- 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

- Perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- Undertake general course management responsibilities including assessment and admissions.
- Undertake health and safety duties and responsibilities appropriate to the role.

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- Work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality, diversity and inclusion in your work.
- 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.
- Make full use of all information and communication technologies 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.
- 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
- Course Leader & Course Team including Hourly Paid Lecturers
- Programme Director
- Assistant Deans
- Spatial Practices Programme Administration Manager
- Technical Staff and Learning Technologists
- Student and Academic Support
- Language Centre
- Course Librarians
- Counselling Service

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Specific Management Responsibilities

Budgets: Assist MA Narrative Environments Course Leader by tracking expenditure across following budget areas:

- Associate Lecturer/Visiting Practitioner Course budget,
- MA Narrative Environments Course Consumables budget
- Staff: Managing Associate Lecturers and Visiting Practitioners
- Other: n/a

Signed Stephanie Sherman _____ Date _____
review _____
(Recruiting Manager)

[Type in details]

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Grade - 5

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 in relevant subject or associated subject.	A
	Higher degree (e.g. MA) in relevant subject 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	A

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	<p>hourly paid contract).</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>TI</p> <p>IA</p> <p>IA</p>
Leadership, Management and Teamwork	<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>IA</p> <p>IA</p>
Research, Knowledge Exchange and Professional Practice	<p>Evidence of research, knowledge exchange and/or professional practice that contributes to the advancement of Narrative Environments activity and is relevant to the goals of the Programme, College and University.</p> <p>Evidence of using contacts within subject peer group to develop partnerships or collaboration.</p> <p>Familiar with debates and research relating to decolonising the curriculum and awarding gaps within the HE Sector.</p>	<p>IA</p> <p>IA</p> <p>IA</p>
Planning and Managing Resources	<p>Plans, prioritises and manages resources effectively to achieve objectives.</p>	<p>IA</p>

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