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Job Description and Person Specification

Job Title - Lecturer in Fine Art 3D / Undergraduate Curriculum Enhancement Support

Job Description	
College/Service Central Saint Martins	Location London Kings Cross
Contract Length Permanent	Hours per week/FTE 22.2 / 0.6
Accountable to Programme Director/Course Leader, BA (Honours) Fine Art	Weeks per year Part Time
Salary £38,694 to £46,423 (pro rata) per annum	Grade 5

Purpose of role

The **Lecturer in Fine Art 3D/Undergraduate Curriculum Enhancement Support** is responsible for teaching, curriculum development, and on-going scholarship on the **Undergraduate Fine Art 3D** course at **Central Saint Martins**. The post-holder will work collaboratively within the BA Fine Art course team, deploying their specialist expertise to input into teaching and the curriculum in innovative and critical directions. The Undergraduate Curriculum Enhancement Support aspect of the role involves working collaboratively across the Fine Art team and with the Programme External Liaison Co-ordinator in developing a co-ordinated approach towards curriculum enhancement.

Purpose of role

The post-holder will be expected to undertake –

• To deliver the delivery and assessment in the area of Fine Art within the

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Fine Art programme.

- Shared responsibility for undergraduate students' pastoral support, progress and attendance, including contributing to maintenance of records and liaising with academic and professional services colleagues as appropriate and to support individual students with their learning engagement when required.
- Pedagogic and curriculum development that stimulate thought and practice that challenge the canon of Fine Art with the aim of promoting diversity and inclusivity.
- Work collaboratively with the Course Leader in relation to student engagement and the co-ordination of specific measures for enhancing the experience of community in the course.
- Work with the course and programme team to develop the course content and structure in relation to emerging themes and student-led discussion.
- 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 areas relating to an education in Fine Art 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 critical creative practice and relevant to a diverse and international range of students, and in particular in a manner that challenges established canons of knowledge and practice.
- 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.

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.
- In consultation with the Course Leader, 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 of Fine Art
- To contribute to the devising and delivery of activities (including income generation) which will benefit students' educational experience, engagement, development of community and graduate outcomes.

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.

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- To collaborate with the Course Leader, External Liaison Coordinator and the Associate Deans to develop and deliver initiatives that enhance student engagement and experience.
- 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 work with the wider course team to actively deliver an inclusive environment supportive of diverse cohorts of students.
- 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 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 make full use of online teaching platforms.
- 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 - 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
- Programme External Liaison Co-Ordinator
- Technical Staff
- Student and Academic Support
- Language Centre
- Counselling Service
- Insights Team

Specific Management Responsibilities

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Signed _____ **(Recruiting Manager)**

Date of last review May 2021 **[Type in details]**



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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 Fine Art or associated subject.	A
	Higher degree (e.g. MA) in Fine Art or associated subject (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
	Experience and fluency with online teaching platforms	AI

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Person Specification		
	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
Research, Knowledge Exchange and Professional Practice	Evidence of research, knowledge exchange and/or professional practice that contributes to the advancement of Fine Art and is relevant to the Vision 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