

<b>JOB DESCRIPTION AND PERSON SPECIFICATION</b>		
<b>Job Title:</b> Year Leader, MA Graphic Communication Design, Graphic Communication Design Programme		<b>Accountable to:</b> Course Leader, MA Graphic Communication Design/ Programme Director
<b>Contract Length:</b> Permanent	<b>Hours per week/ FTE:</b> 18.5 hours / 0.5 FTE	<b>Weeks per year:</b> 52
<b>Salary:</b> £43,961 – 52,965 per annum (£21,980 - £26,482)		<b>Grade:</b> 6
<b>College/ Service:</b> Central Saint Martins		<b>Location:</b> King's Cross
<p>Purpose of role:</p> <p>To be responsible to the Course Leader for:</p> <ul style="list-style-type: none"> <li>• Providing academic leadership to the Course, including the maintenance and enhancement of standards.</li> <li>• Providing effective management and inspiring leadership to enable excellence in learning and teaching.</li> <li>• The day-today management of academic units and student groups including delivery and development</li> <li>• Observing and implementing the policies and procedures of the University and the College.</li> </ul>		
<p><b>Duties and Responsibilities</b></p> <p>In consultation with the Programme Director, Course Leader, Other Year Leaders, Programme Lead Administrator, Technical Coordinators and Associate Deans (as appropriate) to:</p> <p><b>Academic</b></p> <ul style="list-style-type: none"> <li>• Contribute to the academic mission of the Course and its implementation as a member of the Course Team, ensuring clarity of identity, currency of subject agendas, relevance of learning methods and the fulfilment of appropriate standards at each level of study.</li> <li>• Contribute to the vision for the Course, the agenda for its development and maintaining and enhancing quality.</li> </ul> <p><b>Quality Management and Enhancement</b></p> <ul style="list-style-type: none"> <li>• Undertake the effective monitoring of academic units and lead enhancement activities.</li> <li>• 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.</li> <li>• Contribute to the analysis of data on student progression and achievement with a view to identifying issues and trends and formulating appropriate action in response.</li> <li>• Be an active participant to the Course Forum in accordance with College and University policies and procedures</li> <li>• Contribute to the work of the academic committees of the University and, where</li> </ul>		

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, working with the Course Leader and other Year Leader.
- Ensure that the delivery of the curriculum is organised in such a way as to be appropriate to the resources available and to the learning styles and developmental year of the students concerned.

### ***Learning Teaching and Assessment***

- Undertake such teaching duties as are appropriate to the requirements of the Course and consistent with your areas of expertise.
- Working with the Course Leader, Route Leaders, Subject Leaders and other Stage Leaders, ensure that the learning, teaching and assessment methods employed on the Course are appropriate to the academic award(s), resources allocated, the demands of the subject and the learning styles and developmental stage of the students.
- Plan and manage the assessment process for the Year and relevant Units, to comply with University policy and to ensure students are given constructive and timely feedback that helps them improve.
- Contribute to Assessment Panels, Boards of Examiners and their sub-boards as appropriate.

### ***Student Support and Guidance***

- Ensure that students enrolled on the Stage 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 Course Leader and Programme Lead Administrator ensure that information provided to students enrolled on the Course is current, accessible and consistent, including:
  - Course promotional materials;
  - Course Handbooks;
  - Student timetables;
  - Unit, Project, assignment briefs;
  - Learning materials
  - Tutorial and consultation records;
  - Feedback on assessment (formative and summative)
- Contribute to information provided to students by the University, College and Programme.
- Ensure the maintenance of standards of student discipline on the Course.
- Ensure effective liaison with, and organisation of student representatives for the course.

### ***Student Progression and Achievement***

- In liaison with the Course Leader, Route Leaders and Programme Lead Administrator, ensure that student records are maintained which are current, accurate and constructive, including:
  - Entry profiles
  - Attendance records
  - Achievement and progression
  - Support needs
- Participate in recruitment and selection processes applicable to the Course, ensuring the correct delivery of the University Admissions Policy

### ***Management***

- Contribute to the leadership and management of the Course as an active member of the Course Management Team
- Work with academic, administrative, managerial and technical support colleagues to ensure quality, consistency and clarity of course delivery, including:
  - The Course Leader to ensure the delivery of the courses within the Programme
  - The Programme Lead Administrator to ensure the effective and efficient utilisation of financial, human, technical and accommodation resources
  - The Technical Coordinator to ensure the effective and efficient utilisation of technical resources.
- In liaison with Course Leader and Route Leaders, lead, manage and support the academic staff responsible for the delivery of the Stage, setting, promoting and maintaining appropriate educational and professional standards of good practice in all aspects of course organisation, administration and delivery, through:
  - Effective induction and briefing and, where appropriate, the University's probation procedures
  - Timely provision of teaching schedules
  - Timely communication in a form appropriate to the subject and to the audience
  - Participation in the University's Planning, Review and Appraisal scheme and staff development opportunities
- 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
- Produce reports and management information as required

### ***Entrepreneurship and Enterprise***

- Promote a culture of enterprise within the staff and student community

- Develop business-related, sponsorship and income generating opportunities and activities connected with the course/subject and research activities, including the development of full cost courses and consultancy services.
- Contribute to the income generating activities of the University and College, including the development of and active participation in fundraising activities

### ***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, College and University's external profile
- Contribute positively to the development of the broader academic and cultural direction of the College as required

### ***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 Equal Opportunities Policy and the Staff Charter, promoting equality and diversity 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 in adherence to data protection policies 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

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

- Programme Director
- Programme Research Leader
- Programme Lead Administrator
- Course Leader
- Other Year Leaders
- Hourly paid academic staff
- Technical Coordinators
- Specialist Technicians

**Specific Management Responsibilities**

Budgets: Hourly paid academic staff and consumables budget as allocated

Staff: Hourly paid academic staff

Other (e.g. accommodation; equipment): Office and studio accommodation and associated equipment

Signed:

(Recruiting Manager)

Date of last review: 09/12/16

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

**Job Title: Year Leader, MA GCD**

**Grade: 6**

<b>Person Specification</b>	
<b>Specialist Knowledge/ Qualifications</b>	<p>BA in Graphic or Communication Design, or a related discipline</p> <p>Postgraduate qualification, or equivalent, in Graphic or Communication Design, or a related discipline</p> <p>PhD in Graphic or Communication Design, or a related discipline (desirable)</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>
<b>Relevant Experience</b>	<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 and timetabling processes 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>
<b>Communication Skills</b>	<p>Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way</p>

Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Applies innovative approaches to course leadership, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
	Applies own research to develop learning and assessment practice
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own 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 or customer service	Contributes to improving or adapting provision to enhance the student experience or customer service
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

**Last updated: February 2018**