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Job Title: Course Leader – MA Designer Maker **JOB DESCRIPTION**	
College: Camberwell College of Arts	**Location**: Peckham Road
Contract Length: Permanent	**Hours per week/ FTE**: 22.2 / 0.6
Salary: £46,423 - £55,932 pro rata, pa	**Weeks per Year:** 52
Accountable to: Programme Director Material and Spatial Practices	**Grade:** 6

PERSON SPECIFICATION

Purpose of Job:

To be responsible to the Programme Director for:

- 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/Course 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 Designer Maker design course and set the agenda for its development, 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 MA Designer Maker 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 MA Designer Maker 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 Administration 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, Administration 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/Course 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
- Undertake health and safety duties and responsibilities appropriate to the role and in accordance with University policies and procedure.

Entrepreneurship and Enterprise

- Promote a culture of enterprise within the Programme/Course and amongst the student and staff community

- Operate in a collegiate manner in liaising with appropriate colleagues (i.e. Programme Directors, Business Innovation 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 MA Designer Maker Course, 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

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

- Work in accordance with the University's Equal Opportunities Policy, Staff Charter and Dignity at Work Policy, promoting equality, diversity and inclusion in your work.

- 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.

- Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

- Perform such duties consistent with the role as may be assigned from time to time, anywhere within the University.

Key Working Relationships:

- Dean of Design, Cross College Associate Deans, CCW Associate Dean of Quality, CCW Associate Dean of Research, Head of Technical Resources, Technical Manager, Course academic team, Programme Directors. Programme Lead Administrator, Academic Registry, External Relations and Students

Specific Management

Responsibilities Budgets:

Consumables Budgets

Staff: Course staff and Associate Lecturers

Other (e.g. accommodation; equipment): None

Person Specification	
Specialist Knowledge/ Qualifications	• Relevant undergraduate degree • Relevant post-graduate degree • PhD desired • PGCHE or equivalent • Significant industry or artistic portfolio • Knowledge of delivering maker practice in a design and professional environment • Knowledge of subject specific research in an academic environment desired. • Ability to develop and speculate on practices relating to the potential of making in the context of coding and digital technology
Relevant Experience	• Experience of Post-graduate/undergraduate teaching and assessment in the field of textile design. • Experience of curriculum development • Experience of academic research desired. • National/International reputation for research and/ or practice desired.
Communication Skills	Communicates effectively orally and in writing, adapting the message for a diverse audience in an inclusive and accessible way
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 and/or professional practice to support excellent teaching, pedagogy and inclusivity
	Applies own research to develop learning and assessment practice
Professional Practice	Applies own research/professional practice to develop learning and assessment practice
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 student experience or customer service
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems