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Job Description and Person Specification

Job Title – Course Leader BA (Hons) Textile Design

Job Description	
College/Service Chelsea College of Arts	**Location** Millbank
Contract Length Permanent	**Hours per week/ FTE** 37 hours / 1.0
Accountable to Programme Director Textile Design	**Weeks per year** 52 weeks f/t
Salary £47,120 - £56,771 pa	**Grade** 6

Purpose of the role

We are looking for a dynamic and ambitious academic practitioner to take on the Course Leadership of BA (Hons) Textile Design. This Course is one of three courses within the Textile Design Programme which is in the School of Design at Chelsea, Camberwell and Wimbledon colleges (CCW). The Course Leader will work collaboratively with the Programme Management Team which includes the Programme Director, Course Leaders in Graduate Diploma and MA Textile Design and the Textile Technical Coordinator.

In this key role, you will 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.
- Pedagogic and curriculum development that stimulate thought and practice that challenge the subject of textile design with the aim of promoting diversity and inclusivity.
- Expand the capacity of the course to meet the need to develop teaching and learning contexts, environments and spaces that aim to develop socially responsible, inclusive and ethical designers of the future
- Contributing to the professional practice, research and /or knowledge exchange environment of the School of Design
- 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 vision and mission of the School of Design and Textile Design Programme and its implementation at course level and 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.

Assure academic credibility and professional standards of the BA (Hons) Textile Design course, engaging external partners, responding to industry challenges and advancing the School of Design's agenda in its commitment to Social Design and belief that Design has the ability to make a substantial and positive contribution to the development of society through engagement with sectors beyond the creative industries.

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 the relevant Programme Directors, Dean and 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 BA (Hons) Textile Design 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 BA (Hons) Textile Design 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 and Academic support
- Language Development 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

Collaboration and Inclusivity

Promote a culture of collaboration within the Programme and amongst the student and staff community.

Operate in a collegiate manner in liaising with appropriate colleagues to contribute to the integration of the course into the School of Design at CCW that nurtures collaboration between programmes, and community and industry partners.

Research and Knowledge Exchange

Contribute to the practice, research and /or knowledge exchange culture and environment of the School, College and University

Produce demonstrably high-quality research and /or knowledge exchange outcomes, whether practice-based or scholarly and whether individually or through collaborative practice

Promote excellence in design practice, research and /or knowledge exchange and where appropriate contribute to or lead external projects and funding bids

Ensure research and /or knowledge exchange projects are designed to be impactful, meeting the needs of professional practice and relevant communities of interest, in line with funding council priorities

Ensure research-led and/or knowledge exchange practice informs the teaching and learning activities of the Course and contribute to raising the industry profile of the Course

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 BA (Hons) Textile Design course, Textile Design Programme, CCW School of Design, CCW 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: Dean of CCW School of Design, Programme Director Textile Design and Associate Deans
- Textile Design Course Leaders
- Academic staff on BA (Hons) Textile Design course including Senior Lecturers, Lecturers, Associate Lecturers and visiting practitioners, Graduate teaching Assistants, Graduate studio Assistants
- Textile Design Programme Technical Team
- Textile Design Programme Administrative Team
- Student and Academic Support
- Students and Student Course representatives
- External partners

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
- Consumables budget

- Project budgets
- Study Abroad budget if applicable

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

Signed - *C. L. Simonson.*   **(Recruiting Manager)**

Date : 16.8.21

Person Specification

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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		
Means of Testing - A=application I=interview T=selection task		
Specialist Knowledge/Qualifications	Undergraduate degree in Textile Design or associated subject. (Essential).	A
	Higher degree (e.g. MA) in Textile Design or associated subject (Essential).	A
	PhD or Higher level research degree (Desirable).	A
	Teaching qualification (PG Cert or equivalent) (Desirable) and willingness to complete the PgCert within three years.	IA
	Member of the Higher Education Academy (Desirable).	A
	Proven knowledge and understanding of sustainable and socially responsible textile design	IA
Teaching	Experience of teaching & assessment in a higher education environment (permanent, fractional, or hourly paid contract).	A

	Person Specification	
	Experience of working within interdisciplinary and cross-disciplinary practices and a specialism in two or more of the following: inclusive and social design, sustainability, circular design, print, weave, knit, stitch, mixed media, smart/e-textiles and emerging technologies, critical practice, bio-design.	IA
	Experience of managing large groups and communicating in a range of learning environments, including teaching via online platforms, on site large and small studio spaces, lecture theatre and seminar spaces.	IA
	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 Textile 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