

JOB DESCRIPTION & PERSON SPECIFICATION	
Job Title: Course Leader - MA Dramatic Writing	Salary: £44,708 - £53,865 pro rata (£26,824 – £32,319)
Contract Length: Permanent	Hours/ FTE: 22.2 hours / 0.6 FTE
Grade: 6	Location: The Granary Building, Kings Cross
Accountable to: Programme Director for Performance	College/ Service: Central Saint Martins
Purpose of the role To be responsible to the Programme Director for Performance: <ul style="list-style-type: none"> • Academic leadership and management of the MA Dramatic Writing Course, including the maintenance and enhancement of standards. • Responsibility for the design, development and delivery of the curriculum with reference to the contemporary landscape and the evolving challenges for education in society; specifically diversity, inclusion and internationalisation. • 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: <p>Academic Related Responsibilities: Provide and advance a vision for the Course, setting the agenda for enhancing the quality and currency of the curriculum, the relevance of learning methods and fulfilment of high standards of achievement.</p> <p>Contribute to the academic mission of the Performance Programme and ensure its implementation, as an active participant within the University and College committee structures and management processes.</p> <p>Build relationships between subjects and courses both within and outside the Programme and with appropriate courses within Colleges across the University.</p> <p>Work with and support relevant colleagues to initiate, develop and manage research activities within the Programme consistent with the research strategies of the University, College and School.</p> <p>Work with and support relevant colleagues to initiate, develop and manage knowledge exchange and external engagement activities within the Programme consistent with the College and University mission.</p> <p>Quality Management and Enhancement: Undertake the effective monitoring of the course and lead enhancement activities.</p> <p>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.</p> <p>Analyse data on student progression and achievement with a view to identifying issues and trends and formulating appropriate action in response.</p> <p>Contribute to the work of the academic committees of the University and, where appropriate, act as Chair.</p> <p>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.</p> <p>Ensure that the delivery of the curriculum is organised and supported appropriately for the award of postgraduate level qualification, and with effective relevance to the diverse motives and cultural priorities of the students.</p>	

Learning, Teaching and Assessment:

Plan and manage the assessment process for the 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 Course are appropriately supported by providing timely, accurate and constructive guidance and information relating to course organisation, their academic development and well-being, fulfilling the policies and procedures of the University and the College and utilising appropriate channels and media.

In liaison with the Programme Administration Manager and team to 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 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 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 Course and Programme and amongst the student and staff community; encouraging and facilitating external engagement and knowledge exchange where it can directly benefit student learning or where it has a specific value to the College or University.

Operate in a collegiate manner in liaising with appropriate colleagues (i.e. Programme Directors, other Course Leaders, External Liaison, Business Innovation, Enterprise) in order to contribute to income generation and related sponsorship activities of the University and College.

Professional:

Establish and maintain appropriate dialogues and relationships with the subject community (academic, governmental and commercial) and its audiences, nationally and internationally, 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 contribution to research groups or knowledge exchange.

Support and contribute to the Programme, 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

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

Makes 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:

- Senior managers
- Managers at same level
- Academic staff managed
- Programme Administrative Staff, Quality Assurance, and Admissions
- External partners
- Students

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

Course Staff:

- Course Leader/s; Research Leader
- Other Established academic staff

Other (e.g. accommodation, equipment):

To ensure appropriate staff are taking action where the following are in need of repair or maintenance:

- Academic office(s) and associated equipment, fixtures and fittings
- Studio(s)/teaching spaces and associated equipment, fixtures and fittings

Shortlisting will be based on evidence (with appropriate examples where necessary) you provide in your personal statement to demonstrate clearly how you meet the following criteria

Person Specification	
Specialist Knowledge / Qualifications	<p>Holds undergraduate and postgraduate degrees in related disciplines or subject fields.</p> <p>Regarded as an authority in a field of specialism both by internal and external peers, through a track record of research and/or professional practice.</p> <p>Relevant teaching qualification and / or recognition within the field or HE environment for skills, experience or excellent practices in teaching and learning (HEA recognition, Academic Practice Qualifications, etc.)</p> <p>Knowledge of current developments and emerging concerns in the field of Dramatic Writing.</p> <p>Commitment to own development through effective use of the professional appraisal and personal development opportunities.</p>
Relevant Experience	<p>Experience of course or curriculum leadership and management in an area of practice or study related to Dramatic Writing and its education at HE level.</p> <p>Experience of shaping and influencing developments and curriculum content through personal contribution.</p> <p>Experience of structuring and ensuring timetables and resources effectively and with efficiency in mind.</p> <p>Experience of continuous curriculum review and development; identifying areas for improvement and enhancement in relation to content and delivery methods, learning support and assessment mechanisms.</p>
Communication Skills	<p>Communicates technical or specialist ideas or information persuasively adapting the style and message to a diverse audience in an accessible way</p> <p>Uses the most appropriate media tools and demonstrates levels of IT skills to enable best use of available information and communication to support course teaching and learning as well as course</p>

	organisation and management.
Research, Teaching and Learning	Applies innovative approaches to course or curriculum leadership, teaching and learning or external engagement to support excellent teaching, pedagogy and inclusivity
	Applies own research to the development of teaching, learning and assessment practices
Professional Practice	Contributes to advancing professional practice / knowledge exchange / research or scholarly activity in own area of specialism and in the area of writing for drama.
Teamwork	Is able to evidence effective team building and co-operative practice; experience contributing to networks or communities of practice and able to foster constructive cross team collaborations.
Student experience or customer service	Awareness and recognition of the essential qualities of improving student experience and evidence of success in promoting an inclusive environment for students, colleagues or other stakeholders.
	Ability to undertake health and safety duties and responsibilities appropriate to the post.
	Commitment to Equal Opportunities, together with an understanding diversity as a set of responsibilities leading to continuous improvement.
Creativity, Innovation and Problem Solving	Identifies innovative solutions to problems to bring a wider benefit to the organisation

Personality Test

All shortlisted applicants will be required to undertake the CREDO on-line personality assessment. This assessment provides us with a valuable insight into your preferred working style, temperament, interests and values. We will use your assessment to focus our interview discussion with you, in order to assess the fit between your profile and the role. At the end of the selection process each candidate will be offered the opportunity to receive a copy of the CREDO candidate development report. Staff selection decisions will never be made solely on the basis of a psychometric assessment.

Last

updated:

May

2018

