

JOB DESCRIPTION

Job Title: Course Leader, MA Cities		Accountable to: Programme Director, Spatial Practices	
Contract Length: Permanent	Hours/ FTE: 22.2 / 0.6 FTE		Weeks per year: 52
Salary: £46,423 - £55,932 pro rata (£27,853 - £33,559 per annum)		Grade: 6	
College/ Service: Central Saint Martins		Location: King's Cross	

Purpose of the role

To be responsible to the Programme Director for:

- Implementing the academic leadership of the course, including the maintenance and enhancement of standards.
- The day-to-day management of the course including its delivery and development.
- Observing and implementing the policies and procedures of the University and the College.

Duties and Responsibilities

In consultation with the Programme Director, academic, administrative, managerial and technical colleagues (as appropriate) to:

Academic

- Contribute to the academic mission of the Programme and its implementation as a member of the Programme Team, ensuring clarity of identity, currency of subject agendas, relevance of learning methods and the fulfilment of appropriate standards at each level of study.
- To take overall responsibility for leading the MA Cities curriculum, ensuring its currency and professional relevance, the successful integration of key subject areas, and links with external industry and institutions.
- Provide a clear and compelling vision for the Course, set the agenda for its development, and the maintenance and enhancement of quality.
- Leading by example, work with relevant colleagues to initiate and develop research and knowledge exchange activities within the course curriculum and culture, consistent with the research and KE strategies of the University, College and Programme.

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, course re-approval, validation, revalidation and review by the University, external agencies and professional bodies in liaison with relevant Associate Deans.
- Liaise with international institutions and external professional organisations in academic collaboration and course delivery, as required.

- Reflect critically upon all aspects of the MA Cities course design and operation, developing and implementing new learning strategies, maintaining knowledge of and encouraging the incorporation of new developments and technologies.
- Analyse data on student progression and achievement with a view to identifying issues and trends and formulating appropriate action in response.
- Chair the Course Committee as constituted from time to time in accordance with College and University policies and procedures.
- 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 in such a way as to be appropriate to the resources available and to the learning styles and developmental stages of the students concerned. Ensure that these methods are designed to be inclusive for a diverse body of students.

Learning, Teaching and Assessment

- 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 stages of the students.
- Plan and manage the assessment process for the Course, to comply with University policy and to ensure students are given constructive and timely feedback that helps them improve.
- Prepare and contribute to 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 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 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;
 - Key Unit Information Documents;
 - Learning materials
 - Tutorial and consultation records;
 - Feedback on assessment (formative and summative)

- Contribute to information provided to students by the University, College and Programme
- Assume responsibility within the Course for ensuring the maintenance of standards in accordance with the agreed UAL student charter.
- Ensure effective liaison with, and organisation of student representatives for the course.
- Assume responsibility within the course for responding effectively to student complaints.

Student Progression and Achievement

- In liaison with the 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
- 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

Management

- Contribute to the leadership and management of the Programme as an active member of the Programme Management Team
- Work with academic, administrative, managerial and technical support colleagues to ensure quality, consistency and clarity of course delivery, including:
 - Associate Deans as appropriate
 - The Programme Director and Programme Quality Coordinator 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.
- 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, 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
 - Supportive direction
 - Effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- In consultation with HR and in liaison with the Programme Director, be responsible for the performance management of academic staff within the Course.
- In consultation with academic, administrative, managerial and technical support colleagues, ensure quality, consistency and clarity of course 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
- 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 Team and amongst the student community
- In liaison with the Programme Director, the Director of Innovation, Business, and External Relations, and the course team, 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, School, 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:

- Programme Director
- Programme Quality Coordinator
- Course Leaders
- Programme Lead Administrator
- Academic staff managed
- External partners
- Students

Specific Management Responsibilities:

Budgets:

- Associate Lecturer/Visiting Practitioner budget
- Consumables budget
- Project budgets

Staff:

- Established academic staff
- Associate Lecturers / Visiting Practitioners

Other (e.g. accommodation, equipment):

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

Signed:
Dean of Academic Programmes
Hera Code: SICOM Acad 3

Date of last review: October 2020

Person Specification**Specialist
Knowledge/Qualifications**

- Holds undergraduate and postgraduate degrees in one of the disciplines related to Spatial Practices, planning, placemaking or cities.
- Regarded as a leading authority in field of specialism both by internal and external peers, through a strong track record of research and/or professional practice.
- Specialist knowledge of the practice, theory and contexts of Spatial Practice, creative and innovative approaches to city-making.
- Knowledge of current developments, critical thinking and emerging concerns in the disciplines of spatial practice and city making professions and education, in the UK and internationally.

Relevant Experience

- Professional practice and / or research at a relevant level in fields of architecture, public realm, urban design, regeneration or spatial planning.

Teaching experience in spatial design, cities, planning, architecture, or related fields at undergraduate or postgraduate level.
- Academic leadership including the maintenance and enhancement of standards, or comparative professional experience.
- Experience of shaping or influencing developments within a college / organisation through contribution to own area of expertise.
- Experience of leading and managing staff teams through changes and innovations.
- Experience of reviewing areas identified for improvement and developing content and delivery methods, learning support and assessment mechanisms.

	<ul style="list-style-type: none"> • Experience of supporting students in preparation of written and/or project-based work of different kinds.
Communication	<ul style="list-style-type: none"> • Communicates technical or specialist ideas of information effectively orally, in writing, and by digital media, adapting the message for a diverse audience in an inclusive and accessible way. • 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 organisation and management, including MS Office, Email, Intranet, Web/internet, web-based scheduling and diary management, Moodle and / or blackboard, Web 2 Technologies, Online teaching delivery via a Virtual Learning Environment.
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance.
Research, Teaching and Learning	<p>Applies innovative approaches to course leadership, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity.</p> <p>Applies own research and /or practice to develop learning and assessment practices.</p>
Professional Practice	Contributes to advancing professional practice / research or scholarly activity in own area of specialism through critically engaged 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 or customer service	Contributes to improving or adapting provision to enhance the student experience or customer service.
Creativity, Innovation and Problem Solving	Identifies innovative and practical solutions to problems to bring wider benefit to the course, programme or organisation.

Last Updated: October 2020