

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Cultural Studies Coordinator	Accountable to both: JTM Programme Director & Fashion Programme Director
Contract Length: Permanent	Hours per week/ FTE: 1.0 / 37 hours
Salary: £46,423 - £55,932 per annum	Grade: 6
College/ Service: Central Saint Martins	Location: King's Cross

Purpose of role:

To be responsible to the Programme Directors for:

- the provision of academic leadership to the courses in relation to cultural studies.
- ensuring that the policies and procedures of University of the Arts London and the College are upheld and implemented.

Duties and responsibilities:

Academic:

- To undertake such teaching duties as are appropriate to your areas of expertise and the subject areas of the Jewellery, Textile and Material and Fashion Programmes.
- To lead the curriculum vision, teaching and assessment of the Years 3 dissertation Unit 10.
- To stay abreast of development in the pedagogy of Fashion, Fashion Communication, Jewellery and Textile Design education and to ensure that these developments are reflected in the evolution of the teaching and learning methods employed on the Courses.
- To extend the level of subject expertise and critical understanding on the Courses so as to keep the Courses at the forefront of critical creative practice.
- To contribute to the design and delivery of curriculum in consultation with colleagues and within the structures and mechanisms established by the University and the College.

- To conduct assessment, which is rigorous, fair and clear and undertaken within the policies established by the University and the College.

Managerial:

- To line manage Cultural Studies academic staff.
- To manage budgets.
- In consultation with the Programme Directors, to organise and schedule activities relating to the cultural studies aspects of the Courses; ensuring coordination between all three stages of the involved BA courses.
- To organise and manage the input of additional visiting academic staff to ensure the appropriate delivery of curriculum.
- To liaise with other staff to enhance and extend the educational and creative links between the Course and other courses across the School, College and University.

Quality, Management and Enhancement:

- To contribute to the monitoring of the quality of teaching and learning through continuous course monitoring and to contribute to quality, management and enhancement activities across the School, College and University.
- To be a member of the Course Committee of the Course and of such other committees, including other course committees and examination boards, as the Dean of School or Head of College require.
- To present the subject at College and University level and externally, including acting as a consultant to other courses, as may be required.

Professional:

- To undertake research and scholarly activity relevant to the subject, teaching responsibilities and professional practice and maintain the level of your subject expertise in line with the latest developments in at least one of the Jewellery, Fashion and Textile Design areas.
- To contribute to the devising of income generating activities and activities which will enhance the profile of the Course, School and University.

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.

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

- Stage Leaders and Pathway Leaders
- Course Leaders
- Programme Directors /Fashion Programme Quality Coordinator
- Programme Administration Manager, Programme Administrator
- Cultural Studies academic staff
- Hourly paid academic staff
- Academic Support and library staff

Specific Management Responsibilities

- Teaching accommodation and associated equipment
- Managing HPL budget
- Managing consumables budget

Signed:

Date of last review: March 2021

Recruiting Manager:

Job Title: Cultural Studies Coordinator

Grade: 6

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		
Means of Testing - A=application I=interview T=selection task		
Specialist Knowledge/Qualifications	Undergraduate degree in Cultural or Design Studies, in Jewellery, Fashion and Textile Design or associated subject.	A
	Postgraduate degree in Cultural or Design Studies or associated subject. (desirable)	A
	PhD in Cultural Studies or Design Studies, or related discipline. (desirable)	A
	HE teaching qualification. (desirable)	A
	Understanding of Cultural/ Historical/ Contextual Studies as part of broader Fashion, Jewellery and Textile Design discipline practices.	A
Relevant Experience	Relevant experience of teaching, assessment, admissions, management and organisation of a UG broader Fashion, Jewellery and Textile Design or associated discipline academic programme.	A
	Academic leadership including the maintenance and enhancement of standards. (desirable)	A

	Day to day course management including delivery and development.	A
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way.	A
Leadership, Management and Teamwork	Academic leadership including the maintenance and enhancement of standards.	IA
	Motivates and leads a team effectively, setting clear objectives to manage performance.	IA
	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 teamwork and problem-solving.	IA
	Day to day course management including delivery and development.	IA
Teaching	Experience of teaching & assessment in a higher education environment (permanent, fractional, or hourly paid contract).	A
	Applies an inquiring, innovative and reflexive approach to teaching.	TI

	Applies innovative approaches to course leadership, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity.	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.	IAT
	Contributes to improving or adapting provision to enhance the student experience or customer service.	IAT
	Evidence of research, knowledge exchange and/ or professional practice that contributes to the advancement of Fashion 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
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives.	IA

Last Updated: March 2021