

Job Description and Person Specification

Job Title – Course Leader in BA Graphic Communication Design

Job Description	
College/Service Central Saint Martins	Location Kings Cross, Granary Square, London N1C 4AA
Contract Length Permanent	Hours per week/ FTE 37 / 1.0
Accountable to Programme Director, Graphic Communication Design	Weeks per year 52 ft
Salary £47,120 to £56,771 per annum	Grade 6
Purpose of the role To be responsible to the Programme Director for - <ul style="list-style-type: none"> • 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 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 Course, set the agenda for its development and 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 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 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 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

Entrepreneurship and Enterprise

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

Operate in a collegiate manner in liaising with appropriate colleagues (i.e. Programme Directors, Enterprise Units & Development 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 Course, Programme, School, 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
- Managers at same level
- Programme administrative team
- Academic staff managed
- 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
- Project and consumables budgets

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

Dr. Rebecca Ross

July 2, 2021

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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	
Specialist Knowledge/Qualifications	<p>Postgraduate qualification, or equivalent, in Graphic or Communication Design, or a related discipline.</p> <p>Regarded as a leading authority in field of specialism both by internal and external peers, through a track record of research and/or professional practice.</p> <p>PhD in Graphic or Communication Design, or a related discipline (desirable).</p>
Relevant Experience	<p>Experience of teaching and leadership at an HE institution.</p> <p>Experience developing curriculum and delivery in relevant area of expertise.</p> <p>Experience managing own time and resources and identifying ways of achieving objectives.</p> <p>Experience of assessment and timetabling processes within an HE environment.</p> <p>Experience with IT systems in use in higher education, virtual learning environments, as well as relevant subject specialist technologies.</p>
Communication Skills	<p>Communicates effectively orally, visually and in writing adapting the medium and messages for diverse audiences in inclusive and accessible ways.</p>
Leadership and Management	<p>Motivates and leads a team effectively, setting clear objectives to manage performance.</p>
Research, Teaching and Learning	<p>Applies innovative digital approaches to course</p>

Person Specification	
	<p>leadership, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity.</p> <p>Applies own research to develop learning, teaching and assessment practice.</p> <p>Familiar with debates and research relating to decolonising the curriculum and awarding gaps within the HE Sector.</p>
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in relevant area of specialism.
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 online student experience or customer service.
Creativity, Innovation and Problem Solving	Contributes and applies practical solutions to new or unique problems.

Last Updated - 09 06 2021