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JOB DESCRIPTION

Job Title: Educational Developer (Reward and Recogntion) | **Accountable to**: Curriculum Development Programme Director

Contract Length: Permanent | **Hours per week/FTE**: 37 | **Weeks per year**: 52

Salary: £45, 603 - £54, 943 | **Grade**: 6

College/Service: Teaching and Learning Exchange, Academic and Development Services | **Location**: High Holborn and across UAL Colleges

Purpose of Role: The Educational Developer (Reward and Recognition) will contribute to the enhancement of teaching and learning at UAL by co-ordinating initiatives that raise the profile and expertise of those who teach and support learning. Key to the role will be developing and delivering UAL's HEA accredited continuing professional development programme across all six Colleges. Other main reward and recognition duties will include supporting the UAL Teaching Awards and Teaching Scholars' scheme.

Duties and Responsibilities

- Working alongside the Curriculum Development Programme Director to deliver UAL's HEA accredited continuing professional development programme (Professional Recognition Programme). To include:

  - Supporting Colleges with setting and meeting Fellowship targets.

  - Establishing and maintaining group networks, and providing individual mentoring for HEA Fellowship claims up to Senior Fellow.

  - Developing and maintaining a new VLE to support preparation of HEA Fellowship claims.

  - Reviewing Fellowship claims and making professional recognition recommendations [dialogues].

  - Preparation for Professional Recognition Programme review panels.

  - Supporting Arts Education's Thinking Teaching programme designed for UAL staff new to teaching, along with associated application for Associate Fellowship of the HEA.

  - Supporting the annual training programme for new HEA Fellowship mentors and reviewers.

  - Co-ordinating an annual CPD event to recognise staff achievement.

  - Liaison with Advance HE.

- Teaching and assessing on Arts Education academic progammes: Thinking Teaching, PgCert and MA Academic Practice in Art, Design and Communication.

- Attending academic programme-related meetings, examination boards and staff development as required.

- Working alongside the Arts Students' Union to co-ordinate UAL's student-led teaching awards.

- Mentoring UAL Teaching Scholars and Teaching and Learning Fund holders to complete and disseminate teaching enhancement projects.

- Contributing to individual and group-based research or scholarly activity as part of the Arts Education team.

General

> - Performing such duties consistent with your role as may from time to time be assigned to you anywhere within the University.

> - Undertaking health and safety duties and responsibilities appropriate to the role.

> - Working in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.

> - Personally contributing towards reducing the University's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).

> - Undertaking continuous personal and professional development, and supporting it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.

> - Making 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.

> - Conducting 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.
- Head of Arts Education
- Curriculum Development Programme Director
- PgCert and MA Academic Practice in Arts, Design and Communication Programme Director
- PgCert Course Leader
- College staff responsible for academic development

Specific Management Responsibilities

Budgets: Agree with the Curriculum Development Programme Director/Head of Arts Education expenses associated with professional recognition initiatives.

Staff: None

Other (e.g. accommodation; equipment):

Signed Elizabeth Staddon   Date of last review N/A
        (Recruiting Manager)

Job Title: Educational Developer (Reward & Recognition)   Grade: 6

Person Specification	
Specialist Knowledge/Qualifications	- Postgraduate degree (preferably in the arts, humanities, education or social sciences). - Postgraduate qualification in Higher Education Teaching & Learning/Academic Practice. - Senior Fellow of the Higher Education Academy. - Highly familiar with the UKPSF and range of evidence required for HEA Fellowship recognition. - Theoretical and practical knowledge relating to professionalism in higher education, leadership, and reflective practice.
Relevant Experience	- Teaching and assessing in Higher Education. - Supporting academic development of staff. - Extensive experience of reviewing HEA Fellowship claims. - Mentoring/coaching.
Communication Skills	Communicates effectively orally and in writing, adapting the message for a diverse audience in an inclusive and accessible way.
Leadership and Management	Motivates academic and senior staff to

	engage with professional reward and recognition initiatives.
Research, Teaching and Learning	➢ Applies innovative approaches to their leadership role to support excellent teaching, pedagogy, and inclusivity.
	➢ Applies own research or scholarship to develop educational development practices.
Professional Practice	➢ Contributes to advancing professional practice in own area of specialism.
Planning and managing resources	➢ Plans, prioritises and manages resources effectively to achieve long term objectives.
Teamwork	➢ Builds and maintains professional networks, and fosters constructive cross-team collaboration.
Creativity, Innovation and Problem Solving	➢ Suggests practical solutions to new or unique problems.

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

Last Updated: April 2015