

JOB DESCRIPTION AND PERSON SPECIFICATION			
<b>Job Title:</b> Stage 1 Leader, BA (Honours) Jewellery		<b>Accountable to:</b> Course Leader, BA (Honours) Jewellery	
<b>Contract Length:</b> Permanent	<b>Hours per week/ FTE:</b> 18.5 / 0.5 FTE		
<b>Salary:</b> £44,708 - £53,865 (pro rata £22,354 - £26,932)		<b>Grade:</b> 6	
<b>College/ Service:</b> Central Saint Martins		<b>Location:</b> King’s Cross	
<b>Purpose of role:</b>  To be responsible to the Course Leader for: <ul style="list-style-type: none"><li>• Providing academic leadership to Stage One of the BA (Honours) Jewellery Course.</li><li>• Providing effective management and inspiring leadership to enable excellence in learning and teaching.</li><li>• Observing and implementing the policies and procedures of the University and the College.</li></ul>			
<b>Duties and responsibilities:</b>  In consultation with the Course Leader and in conjunction with the Programme Administration Manager (as appropriate) you are expected to:  <i>Academic:</i> <ol style="list-style-type: none"><li>1. Undertake such teaching duties as are appropriate to your areas of expertise in jewellery design and the subject areas of the Course, Programme or College.</li><li>2. Stay abreast of developments in the pedagogy of arts and design education and to ensure that these developments are reflected in the evolution of the teaching and learning methods employed on the Course.</li><li>3. Extend the level of subject expertise and critical understanding on the Course so as to keep the Course at the forefront of practice.</li><li>4. Contribute to the design and delivery of the Stage One curriculum in consultation with colleagues and within the structures and mechanisms established by the University and the College.</li><li>5. Conduct assessment, which is rigorous, fair and clear, and undertaken within the policies established by the University and the College.</li><li>6. Organise assessment for Stage One of the Course, ensuring the rigour and parity of the process.</li></ol> <i>Managerial:</i>			

7. Schedule and organise activities within Stage One of the Course and to contribute to the structuring of the Course ensuring co-ordination between the three stages of the Course.
8. Enhance and extend the educational and creative links between the Course and other courses across the Programme, College and University.
9. Ensure the effective delivery of Stage One of the course through the selection, appointment and management of appropriate hourly paid staff and the utilisation of established staff and the management of resources.
10. Contribute to the effective and efficient recruitment of students to the Course within the policies established by the University and the College.

*Quality, Management and Enhancement:*

11. Contribute to the monitoring of the quality of learning and teaching through continuous course monitoring and to contribute to quality management and enhancement activities across the Programme, College and University.
12. Be a member of appropriate committees, such as course committees (or their equivalent) and boards of examiners, as the Course leader, Programme Director, Dean of Programmes or Head of College require.
13. Represent the subject at College and University level and externally, including acting as consultant to other courses, as may be required.

*Professional:*

14. Undertake research, knowledge exchange 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 the subject area.
15. Contribute to the devising of income generating activities and activities which will enhance the profile of the Course, Programme and College.

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

- Course Leader
- Programme Director
- Programme Administration Manager
- Other Stage Leaders
- Hourly paid academic staff

**Specific Management Responsibilities**

Budgets: Hourly paid academic staff and consumables budget as allocated

Staff: Hourly paid academic staff

Other (e.g. accommodation; equipment): Office and studio accommodation and associated equipment

Signed:

(Recruiting Manager

Date of last review: 12.06.18

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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	Undergraduate degree and/or equivalent appropriate level of education in jewellery design or associated subject.
	PgC in Higher Education (desirable)
	Is regarded as a leading authority in jewellery design with internal and external peers
	A detailed knowledge and deep understanding of contemporary jewellery processes and practices in relation to international jewellery academic and industry contexts.
	Understanding of jewellery as part of broader design practices
Relevant Experience	Professional practice and / or research at a senior level in jewellery design.
	Academic leadership including the maintenance and enhancement of standards.
	Day to day course management including delivery and development
Communication Skills	Communicates effectively orally, in writing, and by digital media, adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Applies innovative approaches to Stage One leadership, curriculum development, teaching, learning and professional practice to support excellent teaching, pedagogy and inclusivity
	Applies own research and /or practice to develop curriculum, and learning and assessment practices
Professional Practice	Contributes to advancing professional practice / research or scholarly activity in own 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 or customer service	Contributes to improving or adapting provision to enhance the student experience or customer service
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

**Last Updated: 12.06.18**