

Job Description – Course Leader

Role Title: Course Leader BA(Hons) Jewellery Design and Production

Reporting to: Head of Academy HE

Location: Central London

Purpose of Job

As Course Leader you will provide a highly stimulating and nurturing environment for students and colleagues alike. You will be responsible for assuring the academic standards of the programme and its delivery through your academic leadership and the effective management of resources.

You will develop the vision and strategic thinking to shape the design, development and future of the programme and support the course team to develop innovative pedagogy and the curriculum in critical and inventive directions. This course is validated by Kingston University for its delivery by the Academy. As the course is new the successful applicant will play a key role in the recruitment and ongoing development of the course.

Key accountabilities

To be responsible for –

- Providing academic leadership of the BA (Hon) Jewellery Design and Production course.
- Providing effective management and inspiring leadership to enable excellence in learning and teaching.
- Observing and implementing the policies and procedures of the Academy and Kingston University.
- Developing the curriculum that situates the debates within contemporary jewellery/design and art practice – educating students in future forward thinking through making.

In consultation with academic, administrative, managerial and technical colleagues (as appropriate) to

Academic

- Undertake such teaching duties as are appropriate to your areas of expertise in jewellery design and the subject areas of the Programme.

- 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.
- Extend the level of subject expertise and critical understanding on the Course so as to keep the Course at the forefront of practice.
- Contribute to the design and delivery of the curriculum in consultation with colleagues and within the structures and mechanisms established.
- Conduct assessment, which is rigorous, fair and clear, and undertaken within the policies established.
- Organise assessment of the Course, ensuring the rigour and parity of the process.

Quality Management and Enhancement

- Contribute to the process of course development, minor modifications, major changes, validation, revalidation and review by the Academy, external agencies and professional bodies in liaison with relevant staff.
- Contribute to the work of the academic committees of the Academy.
- 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.

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.
- 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, to comply with Academy policy and appropriate academic standards to ensure students are given constructive and timely feedback that helps them improve.
- Contribute to Academy committees, such as Assessment Boards.
- Undertake such teaching duties as are appropriate to the requirements of the course and consistent with your areas of expertise.

Student Support and Guidance

- In liaison with, Admissions and Recruitment Team ensure that information provided to students enrolled on the Course is current, accessible and consistent.
- Contribute to information provided to students by the Academy and Programme.

Student Progression and Achievement

- In liaison with the Admissions and MIS Team, support the maintenance of student records to ensure they are current, accurate and constructive.
- Support the recruitment and selection processes applicable to the course, ensuring the correct delivery of the Academy Admissions Policy.

Managerial

- Schedule and organise Course activities and to contribute to the structuring of the programme ensuring co-ordination between all years of the Course.
- Enhance and extend the educational and creative links between the Course and external partners.
- Ensure the effective delivery 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.
- Contribute to the effective and efficient recruitment of students to the Course within the policies established by the University and the College.

Entrepreneurship and Enterprise

- Promote a culture of enterprise within the Programme/Course and amongst the student and staff community.
- Operate in a collegiate manner in liaising with appropriate colleagues in order to contribute to the income generating and related sponsorship activities of the Academy and Academy 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 your 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.

General

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

- 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.
- Conduct all financial matters associated with the role in accordance with the Academy's policies and procedures, as laid down in the Financial Regulations.
- Perform such duties consistent with the role as may be assigned from time to time, anywhere within the Academy.

Person Specification

- Relevant undergraduate and post-graduate degree or a closely related discipline
- PG Cert or equivalent experience. (desired)
- A detailed knowledge and deep understanding of contemporary jewellery processes and practices in relation to international jewellery academic and industry contexts.
- Knowledge of subject specific research in an academic and/or professional environment.
- Knowledge of delivering teaching and learning within a specialist subject base.
- Experience of teaching & assessment in a higher education environment in a relevant field of practice.
- Experience of working with emergent technologies applied critically in a professional and/or academic context.
- Experience of working with diverse materials, applying and investigating them in innovative jewellery designs or related practice.
- Curriculum development experience.
- Experience of leadership and management of Undergraduate provision.
- Communicates effectively orally and in writing adapting the medium and the message for a diverse audience in an inclusive and accessible way.
- Motivates and leads a team effectively, setting clear objectives to manage performance.
- Applies innovative digital approaches to course leadership, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity.
- Applies own research to develop learning and assessment practice. (desired)
- Familiar with debates and research relating to planet emergency, decolonising the curriculum and awarding gaps within the HE Sector. (desired)
- Plans, prioritises and manages resources effectively to achieve long term objectives.
- Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration.
- Contributes to improving or adapting provision to enhance the online student experience or customer service.
- Suggests practical solutions to new or unique problems.

Safeguarding Statement:

The British Academy of Jewellery is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Equality Diversity & Inclusion:

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. We particularly welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.