

JOB DESCRIPTION

Job Title:	Head of Department Historic Carving
Reporting To:	Principal
Key Relationships:	Senior Management Team, Site Manager
Line Managing:	Historic Carving Tutors and Technician
Fraction:	0.6
Salary Range:	£44,000 to £55,000 pro rata (i.e. £26,400 to £33,000 as 0.6)

Main Purpose of the role

The Head of Department is responsible for the leadership of the Historic Carving Department and is a key member of the Art School's Senior Management Team. The Head is responsible for ensuring standards and proactively addressing developments in the subject area through curriculum enhancement and the development of external projects. As a leading authority and expert in the field they are an important ambassador for the subject area and the institution.

Main Duties and Responsibilities

The main duties and responsibilities of the post are to:

Academic Leadership

- provide academic leadership for the department, including the maintenance and enhancement of standards and development and delivery of the curriculum.
- ensure the delivery of high quality specialist teaching and related support to students on the Historic Carving courses in the context of curriculum content, teaching methodologies, policies and procedures.

Planning, Preparation and Administration of Teaching

- ensure that teaching content is suitably prepared and updated for example: project briefs, timetables, risk assessments, study trip information etc
- ensure academic administration is undertaken effectively such as tutorial records, progress reports and references
- ensure the effective use of the department's section of the Art School's Moodle site
- effectively manage the department's resources and apply budget control in liaison with the Head of Finance

Staff Management and Development

- recruit, manage and develop a team of academic staff conducting Individual Performance Reviews and supporting staff to achieve clearly defined goals, achieve high standards and meet deadlines
- support colleagues in the department to develop their research/professional practice and/or enterprise initiatives to support their own personal development and enhance the

learning environment and the Art School's profile

Curriculum Development and Quality Assurance

- manage and actively contribute to course development through the leadership of course planning meetings and chairing of the Boards of Studies
- Lead on forward-looking curriculum development, managing the research, review and evaluation processes related to revalidation/validation
- conduct the department's annual programme monitoring
- actively engage with student and staff consultation through chairing and/or participation in the department's student forum and other relevant meetings

Student Recruitment

- lead the planning for and delivery of; Open Days, Interviews and portfolio reviews, Admissions and outreach activities
- plan and engage in activities that promote the department's course(s), the Art School and its students such as Student Exhibitions and Events, and visits to the department or external venues on behalf of the Art School

Teaching

- manage the teaching schedule following approval and sign off by the Senior Management Team
- organise and contribute to the design, preparation and delivery of learning experiences for students including, induction sessions, tutorials, seminars, workshops, studio critiques, progress reviews and student presentations
- oversee student learning activities, such as study trips, external projects and placements as appropriate, ensuring due regard has been taken of health and safety and other policies and protocols
- be a member of a team of progress and pastoral tutors offering support and guidance to students as a leading expert in the subject.

Assessment

- oversee and participate in both formative and summative assessment with due regard to the Art School's policies and strategies

Art School Profile

- promote and maintain a positive profile for the Art School through, for example, presentation of own research work/professional practice in exhibitions, conferences and/or other public facing events, and membership of professional bodies and editorial boards, contribution to conferences, provision of expert advice etc.
- develop and where relevant organise external projects and collaborations with Industry partners, Networking and building on external relationships that relate to student opportunities, bursaries and project funding

Internal Communications

- ensure that communication with and between the staff team and students is effective and timely to facilitate the smooth running of the courses within the department
- chair specific departmental meetings and contribute to the Art School's governance through membership of the Senior Management Team and Academic Board as well as other committees and working groups as appropriate

Personal development, research, scholarly activity and professional practice

- demonstrate a commitment to continuous professional development in relation to their own professional practice, as well as in relation to learning and teaching.
- participate in the Individual Performance Review process and engage in staff development and training activities in relation to priorities set by the Art School Strategic Plan and their Line Manager

Health and Safety

- liaise with the Health & Safety Officer/Site Manager to ensure that studio and teaching spaces are safe working environments for students and staff
- be knowledgeable about health and safety regulations and protocols as they relate to the department and remain vigilant of any breaches communicating with the Health & Safety Officer, students and colleagues as appropriate

Other

- deputise where appropriate for the Principal in matters related to the department;
- undertake other duties of a reasonable nature, as may be determined by the post holder's line manager from time to time, in consultation with the post holder

It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards members of staff, students, visitors or members of the public. The post holder should also counteract such practice or behaviour in others by challenging and reporting it.

This is a description of the job as it is presently constituted. It is the Art School's practice to periodically review job descriptions to ensure that they accurately reflect the job that is required to be performed, or to incorporate proposed reasonable changes following negotiation with the postholder.

Key Reference documents:

- Staff Support and Development Handbook;
- Course Handbooks;
- Art School Moodle;
- Disability Support Guidelines;
- Student Charter;
- Art School Strategic Development Plan;
- Art School Action Plans;
- Departmental Annual Monitoring Action Plan;
- Art School Quality Assurance Manual;
- Policy documents.