

Job Title: Tutor/Co-Ordinator for Foundation Diploma in Art and Design

Accountable to: Head of Foundation Diploma

Salary: £17,500 (£35,000 pro rata); 15 days holiday p.a (30 days pro rata);
Group Personal Pension scheme available

Applications are invited from Art and Design practitioners to contribute to the delivery of the Foundation Diploma in Art and Design. This role requires great flexibility and adaptability as well as a broad skills and knowledge base. There are approximately 100 students in the Foundation Department undertaking the UAL Awarding Body Level 4 Diploma in Art and Design and working towards a range of progression destinations in both Fine Art and Design.

Candidates will have some experience in teaching at Foundation level 3/4 and specialist knowledge of at least one Art or Design discipline but will also possess considerable flexibility and have the confidence to engage with students typically working across a range of skills and media (including both Fine Art and Design).

PURPOSE OF THE ROLE

- To support the Head of Department in the organisation, development, co-ordination and effective delivery of the Foundation Diploma in Art and Design
- To contribute to the decolonization of the course curriculum
- To deliver high quality specialist teaching and related support to students on the Foundation Course, in the context of curriculum content, established learning outcomes and teaching methodologies, prevailing policies and procedures.
- To play a key role in ensuring that communication with and between the staff team and the students is effective and timely
- To provide up-to-date knowledge, expertise and experience of professional practice and/or research in Art and/or Design areas related to the Foundation course

Main duties and responsibilities

The duties and responsibilities below are the normal expectations associated with the post:

TEACHING AND ASSESSMENT

- To devise, prepare for and deliver learning experiences to Foundation students including: induction sessions; classes; tutorials; lectures; seminars; workshops; studio critiques and student presentations (including support for student exhibitions).
- To organise student learning activities, such as study trips and external projects as appropriate paying due regard to health and safety policies and protocols.
- To support the Head of Department in the organisation, co-ordination and participation of both formative and summative assessment with due regard to the Art School's Learning and Teaching Strategy and other guidelines and policies related to the course.

STUDENT SUPPORT AND GUIDANCE

- To be a member of a team of tutors on the Foundation course, offering support and guidance to students in relation to work development, progression and pastoral care.

RECRUITMENT AND ART SCHOOL'S PROFILE

- To contribute to the school's focus on enhancing the diversity of our student intake by increasing the proportion of students drawn from backgrounds under-represented in Higher Education.
- To contribute to recruitment initiatives, open days, student interviews and portfolio reviews.
- To promote and maintain a positive profile for the Art School through, for example, presentation of own research work/professional practice in exhibitions, commissions, conferences and/or other public facing events.

ADMINISTRATION

- To undertake academic administration in relation to monitoring attendance, completion of tutorial records, references and other tasks associated with the organisation, co-ordination and delivery of the Foundation Course
- To liaise with the Head of Department, academic and support staff teams and students to contribute to efficient communications and the smooth running of the course
- To work with colleagues to co-ordinate the use of the Foundation section of the Art School's Moodle site.

CURRICULUM DEVELOPMENT

- To actively contribute to course development and quality processes through active participation in course planning meetings and end of unit reviews and through participation in Boards of Studies and annual course monitoring.

QUALITY ASSURANCE

- To participate in forward-looking curriculum development meetings and in research, review and evaluation relating to UAL Awarding Body procedures.
- To contribute to the annual course monitoring process

STAFF DEVELOPMENT

- To participate in the Art School's annual staff appraisal scheme, the 'Individual Performance Review' and engage in staff development and training activities in relation to priorities set by the Art School and/or Head of Department.

HEALTH AND SAFETY

- To participate in the organisation and co-ordination of studio and teaching spaces to ensure a safe working environment for students and staff members
- To be conversant with health and safety regulations and protocols in relation to the Art School and remain vigilant of any breaches, communicating with the Site Manager, students and colleagues as appropriate.

PROFESSIONAL PRACTICE/RESEARCH

- To demonstrate a commitment to professional practice/research and continuous professional development in relation to their own art or design practice, as well as in relation to learning and teaching.

MISCELLANEAOUS

- To undertake other duties of a reasonable nature, as may be determined by the postholder’s line manager from time to time, in consultation with the postholder.

It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards members of staff, students, visitors or members of the public. The postholder should also counteract such practice or behavior 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:

- Learning and Teaching Strategy
- Course Handbooks
- Art School Moodle Site
- Disability Support Guidelines
- Student Charter

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
1. Relevant Experience	Experience of teaching for Foundation Diploma in Art and Design at Levels 3/4 Experience in professional practice related to Art and/or Design Organisation skills in relation to course requirements, imperatives and priorities Experience of, and the confidence to engage with, promotional activities such as open days, presentations for schools etc. (both in-person and on-line) Experience of recruitment strategies, interviewing etc.	Experience of assessment for Foundation Diploma in Art and Design Experience of working with a virtual learning environment
2. Education and Training	Postgraduate Degree (taught and/or research) within Art and/or Design discipline	Qualification in Teaching and Learning
3. General & Special Knowledge	Professional practice in Art and/or Design Specialist knowledge of own subject and its professional and/or research frameworks Understanding of current Art and Design agendas in the UK and internationally	Familiarity with Health and Safety as it applies to the Art and Design teaching environment Understanding of current learning and teaching agendas at Foundation level
4. Skills & Abilities	Organisation skills in relation to course requirements, imperatives and priorities Excellent communication skills and an ability to liaise effectively with a team	A breadth of additional practical skills, for example:

	<p>Competence in devising and delivering projects</p> <p>Administrative skills relevant for the compiling of course records and paperwork - tracking documents, assessment records, project briefs etc.</p> <p>Practical skills, for instance: materials and processes relevant for an Art and/or Design practice</p> <p>Ability to effectively employ a wide range of teaching methods and innovative approaches to support students with a range of abilities and interests, and from a range of backgrounds</p> <p>Ability to work flexibly to engage and support students working towards a range of disciplines</p> <p>Knowledge and skills in the use of software, particularly Adobe creative cloud</p>	<p>Digital (e.g. image manipulation, animation, film and video production and editing etc.)</p> <p>Painting and 3D materials (e.g. priming, casting, wood, metal, textiles etc.)</p> <p>A knowledge of drawing and print processes</p>
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