

JOB DESCRIPTION

Job Title:	Head of Department Carving (One Year Fixed-Term)
Reporting To:	Principal
Key Relationships:	Senior Management Team, Site Manager
Line Managing:	Carving Tutors and Technician
Fraction:	0.6 (3 days per week)
Salary:	£34,000 per annum.

Context

City & Guilds of London Art School is a small-scale, independent Higher Education provider and charity, well respected for its specialist undergraduate and postgraduate courses in Fine Art, Carving (Stone and Wood) and Conservation and its intensive Foundation Diploma in Art & Design. The Carving Department is in a moment of significant change as it negotiates its own historic origins, but also seizes the opportunity to develop as a dynamic, contemporary medium. It is comprised of 40 students and approximately 12 part-time members of staff who work across 2 separate pathways of Stone and Wood.

The Art School is therefore seeking to appoint a new Head of Department who wishes to embrace the wider application of Carving and to lead an exceptional team of specialist practitioners who teach on the course. The opportunity is initially for one-year in order to be attract specialists who may wish to take a pause from another area of work or immersion in industry. At the end of the year there may be the opportunity to extend the role into a permanent position.

Moreover, we are looking for an established expert in the field who can fully engage with the Art School's ethos and mission; a practitioner who can prioritise decolonisation in the teaching of this field, understand recent technical developments, and identify relevant opportunities to ensure that the department can continue to thrive.

Main Purpose of the role

The Head of Department is responsible for the leadership of the 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 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

- responsibility for ensuring the department's studio, teaching and workshop spaces are safe working environments for students and staff in liaison with the Art School's Health and Safety Officer/Site Manager
- 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.

Person Specification : Head of Historic Carving Department

ATTRIBUTES & EXPERIENCE	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Experience of teaching in Higher Education • Experience of line management • Experience in professional practice related to the subject area • Experience of working at a senior level either in Higher Education or Industry related to the subject area • Experience of resource planning and budget management 	<ul style="list-style-type: none"> • Experience of complex project management • Experience of successful fundraising for projects • Experience of maintaining a network of professional relationships with external partners
Education and Training	<ul style="list-style-type: none"> • Relevant Undergraduate Degree or equivalent 	<ul style="list-style-type: none"> • Relevant Postgraduate Degree • Teaching qualification • Relevant Health and Safety training
General & Specialised Knowledge	<ul style="list-style-type: none"> • Specialist knowledge related to the subject area • Awareness of the importance of Decolonising the Curriculum and demonstrable strategies for doing so • Awareness of the importance of Health and Safety in relation to the subject area • Working knowledge of IT and in particular Microsoft Office 	<ul style="list-style-type: none"> • Working knowledge of Adobe creative suite • Experience of working with a Virtual Learning Environment (the Art School has adopted Moodle as its VLE) • Knowledge of the statutory context of Higher Education • Knowledge of Health and Safety in the a teaching environment
Skills, abilities and attributes	<ul style="list-style-type: none"> • A demonstrable commitment to promote excellence in the subject area compatible with the Art School's ethos and mission • Ability to engage with students with a range of abilities and from diverse backgrounds promoting equality of experience • Excellent interpersonal skills including proven abilities in Leadership, Team Working and Mentoring • Ability to manage difficult situations such as break downs in working relationships and student complaints • Ability to work in partnership and liaison with external organisations • Excellent communication and presentational, skills and an ability to engage individuals from a wide range of backgrounds • Ability to work independently, setting own and others goals and schedules • Ability to work collegiately as a key member of the institution-wide team • Pro-active attitude, initiative and adaptability and ability to identify and develop viable new approaches and solutions 	

- | | | |
|--|---|--|
| | <ul style="list-style-type: none">• Ability to represent and present the Art School, acting as an ambassador in a range of contexts | |
|--|---|--|