

JOB DESCRIPTION

Job Title:	Head of Foundation Art & Design (FAD)
Reporting To:	Principal
Key Relationships:	Senior Management Team, Site Manager, Marketing Manager, Admissions Team
Line Managing:	Fine Art and Illustration Tutors
Fraction:	0.5 (average 2.5 days per week)
Salary:	Pro rata FTE salary of £56,500)

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 (Stone and Wood and Books and Paper) and its intensive Foundation Diploma in Art & Design.

The Art School is in a moment of significant development as it changes validation partners for BA and MA level courses which were previously validated by Ravensbourne University London, but will move to Arts University Bournemouth from September 2024. The Foundation Diploma in Art & Design will continue to be validated by University of the Arts London Awarding Body (UALAB) and comprises between 60 and 90 students as well as a team of specialist teaching practitioners and a dedicated technician.

The Art School is seeking to appoint a new Head of FAD who will lead, develop and manage the whole area. Successful applicants will be established in the field of art and design and can fully engage with the Art School's ethos and mission; ideally a practitioner who has a track record of leading excellence as well as recruitment in this field and ensuring that decolonisation is embedded in teaching across the courses. A successful candidate will understand recent technical developments and identify relevant opportunities to ensure that the department can continue to thrive.

The postholder will work closely with the rest of the Art School to collaborate on the use of resources and maximise on opportunities for growth and recruitment to graduate study from Foundation to BA.

Main Purpose of the role

The Head of FAD is responsible for the leadership of Foundation Diploma in Art & Design and is a key member of the Art School's Senior Management Team. They are 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:

Academic Leadership

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

Planning, Preparation and Administration of Teaching

- ensure that teaching content, including for example: project briefs, timetables, risk assessments, study trip information etc is suitably prepared and updated,
- ensure academic administration such as tutorial records, progress reports and references is undertaken effectively
- 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, high standards and meeting 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

- take a proactive approach in ensuring FAD student target numbers are met including through close monitoring of applications, offers and acceptances and liaise with the Principal to contribute to the achievement of foundation student targets.

- in conjunction with the Art School's marketing manager and admissions team, 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
- contribute to the delivery of teaching approximately 0.2 fte, but applied flexibly according to the demands at different points in the year
- 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
- report final marks through UAL AB's course management portal

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

Essential Knowledge and Experience

- Knowledge and experience of the leadership of teaching and assessment in art and design at Foundation level
- Understanding of cross-subject programming, timetabling and delivery at Foundation level
- An interest in new approaches to recruitment
- Specialist and/or subject leader in a relevant art or design specialism
- Experience of effectively managing budgets and resources
- Postgraduate qualification or equivalent
- Interest in collaborative working structures as well as independent learning
- Education qualification or equivalent
- Understanding of the cultural sectors and careers relevant to Art and Design

Desirable Attributes

- Experience of identifying new approaches to teaching & learning
- Experience of developing and writing new courses

Personal Characteristics

- Team player with optimistic approach to teaching & learning