

JOB DESCRIPTION

Job Title:	School Admissions Tutor
Reporting To:	Principal
Key Relationships:	Admissions Team, Senior Management Team, Site Manager, Marketing Manager,
Fraction:	0.6 (3 days per week)
Salary:	£36, 000 (pro-rata £21, 600)

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), Conservation and its intensive Foundation Diploma in Art & Design. This year it has added an undergraduate Illustration offer to its portfolio of courses.

The Art School is in a transitional phase as it changes validation partners for BA and MA level courses which were previously validated by Ravensbourne University London, and in the process of moving to Arts University Bournemouth (since September 2024). The Foundation Diploma in Art & Design will continue to be validated by University of the Arts London (UAL) and comprises between 60 and 90 students as well as a team of specialist teaching practitioners and a dedicated technician.

Purpose of the role

The role of School Admissions Tutor is to oversee the management of offer-making across subject areas. This includes building relationships with feeder institutions in order to stimulate application rates from established and new sources. The postholder will work closely with Heads of Department to ensure that decision making is delivered effectively and to communicate with applicants throughout the applicant journey. The Admissions Tutor will be responsible for interviewing applicants and coordinating offer holder engagement such as visits to our shows and teacher-targeted events. The postholder will engage with some of the local schools in which we teach through our Widening Participation, encouraging application and promoting our bursary opportunities.

Key duties and responsibilities

- Provide academic oversight in the recruitment of students across departments

- Conduct interviews and liaise with student ambassadors to support this process
- Work with the Admissions team, Principal, Director of Resources & Operations, Heads of Department to ensure that targets are met
- Visiting schools and education institutions to deliver talks and engage with prospective students
- Working on our London Craft Week event and Graduate Shows as opportunities for recruitment
- Support the promotion of Open Days and Taster Days
- Manage the logistics of Open Days and Taster Days
- To ensure excellence and consistency in the application to enrolment journey
- To liaise with international recruitment agencies and partners to ensure that there is a healthy balance of Home to International applications
- Contribute to the analysis of data on student progression and achievement
- Support course teams with induction activities
- Represent the Art School at UCAS fairs and similar events

Art School Profile

- Promote and maintain a positive profile for the Art School through profile building engagement
- Collaborate, network and build on existing external relationships that relate to student opportunities, bursaries and project funding
- Support the Marketing Manager and Head of Development with raising the profile of the Art School to new audiences

Internal Communications

- To work as an important team member between other members of the Admissions Team as well as Course Leaders

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
- 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

- Coordinate with student ambassadors, where appropriate

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 some experience of recruitment within education
- Strong communication skills
- An interest in new approaches to recruitment
- Interest in collaborative working structures as well as independent learning
- Education qualification or equivalent
- Understanding of the cultural sectors and careers relevant to creative subjects

Desirable Attributes

- Artistic or design experience

Personal Characteristics

- Team player with optimistic approach