

May 2018

Thank you for your interest in the post of Subject Leader Creative Writing and Publishing, Programme Coordinator.

Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter by e-mail to:

Katharine Osborne
Human Resources Business Partner
The Edward James Foundation
West Dean
Chichester
West Sussex PO18 0QZ

Email: katharine.osborne@westdean.org.uk

Tel: 01243 818313

Closing date for applications: Monday 28th May 2018

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion

JOB DESCRIPTION

JOB TITLE	Subject Leader Creative Writing and Publishing, Programme Coordinator
DEPARTMENT	School of Arts
LOCATION	West Dean College
RESPONSIBLE TO	Head of School

MAIN PURPOSE OF THE JOB

Responsibility for the day to day organisation and delivery of subject specialist curriculum for creative writing and publishing, and for the general supervision and care of the dedicated studio and equipment. Responsibility for the co-ordination and management of cross-School curriculum as agreed with the Head of School.

PRIMARY RESPONSIBILITIES

Programme Organisation, Management and Enhancement

- 1 Take responsibility for the academic leadership and development of the specialist subject area through active engagement with practice, scholarship and research and the maintenance of academic and professional contacts and networks in relevant fields
- 2 Develop, manage and plan all aspects of the specialist subject curriculum including day to day running of the block delivery sessions.
- 3 To lead in the teaching of the specialist subject at all levels ensuring that curriculum has currency and is aligned to programme outcomes.
- 4 Under the direction of the Head of School plan and manage all aspects of the MA programme of study.
- 5 Ensure that all curriculums meet the requirements of the validating body and other external benchmarks and regulatory frameworks, and are delivered in accordance with the timetable and College regulations.
- 6 Participate in the appointment and induction of teaching staff including tutors/visiting lecturers and take line management responsibility for them as required.

- 7 Take responsibility for the enhancement of programme/s; prepare annual and periodic reflective reports, responding to the feedback of students, External Examiners and other stakeholders.

Teaching

- 8 Make a significant contribution to the teaching of the specialist subject and to the cross School curriculum as required.
- 9 Undertake continuous professional development, scholarly activity and research in order to maintain currency of subject knowledge and teaching.
- 10 Maintain contacts and build networks with academic and professional experts in relevant fields.

Recruitment

- 11 Work with the Head of School, Director of Education and Head of Marketing & Commercial to agree appropriate activities to promote the programme of study in order to increase and sustain student numbers, and maintain effective relationships with relevant feeder colleges.
- 12 Participate in the recruitment of students in liaison with the Registry, Marketing and Subject Tutor.

Student Support and Information

- 13 Ensure that students are informed of the timetable. At the beginning of each term/semester ensure that students know and understand what is expected of them within the individual units of study in relation to the programme as a whole and in relation to their content, method of delivery, deadlines and method of assessment.
- 14 Co-ordinate, develop and oversee the subject and programme intranet/VLE content, ensuring learning materials and timetabling information are available and up to date.
- 15 Organise and provide academic tutorial support to students.
- 16 Liaise with the Library, Study Skills and Registry staff to ensure that students receive an appropriate level of academic support and ensure that appropriate action is taken where students' progress is unsatisfactory.
- 17 Liaise with the Registry staff concerning all matters relating to academic administration, record keeping and quality assurance.

Assessment

- 18 Co-ordinate and oversee effective assessment procedures and provision of student feedback in accordance with the College Assessment Policy.

- 19 Submit grades to the Registry in a timely manner and report to Unit and Final Assessment Boards as required.
- 20 Liaise with External Examiners, ensuring samples of work are available in a timely manner, facilitating visits and responding to feedback and reports.
- 21 In liaison with Registry and Student Services, ensure that students within the specialist subject/taught cross school curriculum receive an appropriate level of pastoral care and support.

Budget & Finance

- 1 Liaise with the Head of School in the preparation of annual budgets for teaching, materials and capital equipment.
- 2 Monitor monthly budgets and ensure that the budget is adhered to within the agreed limit.

General

- 1 Attend and contribute to Committee, College and Foundation meetings as required.
- 2 Represent West Dean College at selected external events and conferences in agreement with the Head of School.
- 3 Ensure that relevant Health & Safety legislation is adhered to.
- 4 Undertake all other reasonable and College-related duties as may be required from time to time.

This job description is subject to regular review in consultation with the post holder.

PERSON SPECIFICATION

Level of education & training

- A Masters Degree or equivalent Level 7 qualification in creative writing or a related discipline.
- A PGCertHE or Fellowship of the HEA.
- Professional accreditation

Details of experience

- Demonstrable experience in the professional practice of creative writing and publishing.
- Significant experience of teaching, assessment and administration in higher education. Including a track record of successful programme management.
- Experience of quality assurance and enhancement in higher education.

Particular skills and knowledge

- Have a good understanding of contemporary creative writing theory and practice and publishing
- Have a professional approach to creative writing and high standards of personal conduct
- Strong administrative and organisational skills
- Competency in the use of IT including general administrative software, databases, VLE and DTP or similar

Personal Characteristics

- Ability to work under pressure whilst maintaining positive relationships with students and colleagues
- Ability to work independently and as part of a team
- Professional, approachable manner
- Confident communicator, with the ability to build and sustain a variety of professional relationships
- Good interpersonal and negotiation skills

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

- Contract: Permanent
- Duties : As attached job description
- Salary : £22,800 actual (£38,000 FTE)
Payable monthly in arrears by BACS
- Hours: 0.6 FTE equating 21 hours per week.
- Holidays: 38 days pro rata per holiday year (1 October to 30 September) inclusive of Bank Holidays (pro rata).
- Sickness: 10 days pro rata in any consecutive twelve month period, or longer period at West Dean's discretion, after six months' continuous service.
- Benefits: Contributory pension scheme, childcare vouchers, subsidised meals, free and discounted places on short courses at West Dean College.