

June 2018

Thank you for your interest in the post of Subject Tutor, Collections Care and Conservation Management. 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, HR Business Partner:

Email: Katharine.osborne@westdean.org.uk

Tel: 01243 818 313

Closing date for applications: Monday 9th July 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 Tutor, Collections Care and Conservation Management (CCCM)
DEPARTMENT/DIVISION	School of Conservation
LOCATION	West Dean College
RESPONSIBLE TO	Subject Leader Collections Care and Conservation Management CCCM

MAIN PURPOSE OF THE JOB

Support the Subject Leader in the day to day organisation and delivery of the subject specialist and common curriculum of students attending validated and non-validated programmes of study in Collections Care and Conservation Management; support in the general supervision and care of the dedicated studio and equipment.

GENERAL DUTIES & RESPONSIBILITIES

1. Plan and manage all aspects of the specialist programme/units and participate in their delivery under the direction of the Subject Leader.
2. Collaborate with other College staff to plan, manage and deliver curriculum related to common units of study, the Foundation Degree, and other courses as required.
3. Participate under the direction of the Subject Leader in the development of the structure and content of the programmes for validation and review.
4. Participate under the direction of the Subject Leader in quality assurance processes including annual monitoring and committee work.
5. Ensure that programmes are delivered in accordance the regulations and requirements of the College and validating body, where applicable.
6. Participate in the induction of visiting lecturers and take responsibility for the supervision of their work as required by the Subject Leader.
7. Undertake continuous professional development, scholarly activity and research in order to maintain currency of subject knowledge and teaching.
8. Maintain contacts with academic and professional experts in relevant fields.
9. Assist in the recruitment of students through involvement in marketing activities including Open Days and taking part in the interviewing process when required.

- 10 At the beginning of each term/semester ensure that students know and understand what is expected of them within the individual units of study and in relation to their content, method of delivery, deadlines and method of assessment.
- 11 Co-ordinate and oversee the programme intranet/VLE ensuring learning materials and timetabling information are available and up to date, as required by the Subject Leader.
- 12 Liaise with the Library, Study Skills and Registry staff to ensure that students receive an appropriate level of pastoral care and support and ensure that appropriate action is taken where students' progress is unsatisfactory.
- 13 Liaise with library staff to ensure acquisition of relevant reference books and trade publications related to the subject area.
- 14 Liaise with the Head of Workshops in respect of equipment and Health & Safety issues.
- 15 Organise and participate in external study trips where required in consultation with the course leader.

General Administration

- 1 Attend College and Foundation meetings as required.
- 2 Represent West Dean College at selected external events and conferences in agreement with Subject Leader.
- 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 Bachelor's Degree or equivalent professional experience.
- A PGCertHE or Fellowship of the HEA.

Details of experience

- Demonstrable experience in conservation practice directly related to the programmes.
- Teaching and administrative experience in higher education.

Particular skills, aptitudes and knowledge

- Excellent communication skills
- Very good interpersonal skills.
- Entrepreneurial and professional skills including working to strict deadlines.
- Competency in word processing, spreadsheets and PowerPoint

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

- Contract: Fixed Term for academic year 2018/19.
- Duties: As attached job description
- Salary: £35,000 (full time equivalent) per annum pro rata £14,000 (actual) per annum
Payable monthly in arrears by BACS
- Hours: Equivalent of 0.4 fractional (14 hours per week). Delivered throughout the year in blocks of teaching.
- Holidays: 38 days per holiday year (1 October to 30 September full time equivalent) inclusive of Bank Holidays pro rata.
- Sickness: 10 days pro rata in any consecutive twelve month period.
- Benefits: Contributory pension scheme, childcare vouchers, employee assistance programme, cycle to work scheme, subsidised meals, free and discounted places on short courses at West Dean College.