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**Learning and Teaching Lead**

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| **School/Department:**  | Institute of Creativity and Innovation |
| **Grade:** | 8/9(A) |
| **Reports to:**  | UCA Director of the Institute of Creativity and Education andProgramme Director Creative Education |
| **Summary of Main Job Purpose:**To contribute to the development and delivery of the Creative Education programmes, including the taught Postgraduate Certificate Creative Education (PGCert) at the Institute of Creativity and Innovation (ICI), support new staff induction, support staff Continuing Professional Development (CPD), champion the effective use of a Virtual Learning Environment (VLE) at ICI, and drive coteaching efforts with our partner, Xiamen University.  This role will devise and deliver taught sessions and materials, assess submitted work, tutor, and mentor students/staff, and support the learning and teaching Peer Supported Review process. The post holder will work under the direction of the Programme Director Creative Education for delivery and development of the taught PGCert programmes and Creative Education CPD, and directly related work, and under the direction of the UCA Director of ICI for all other responsibilities. |

**Main Duties/Responsibilities**

The duties and responsibilities of the Learning and Teaching Lead are inherently of a professional nature and are wide ranging. They may include:

* direct teaching
* tutorial guidance to student’s learning
* research and other forms of scholarly activity
* knowledge transfer and industry outreach
* curriculum development
* assessment and feedback
* educational management and administration
* participation in the deliberative processes of the University (committee membership etc)
* participation in quality assurance procedures
* staff candidate interviews
* staff appraisal
* income generating activities
* representing the University on or to appropriate external bodies.

**SPECIALIST DUTIES**

* Provide teaching and learning induction for new tutors who may not have experience in China or in UK HE.
* Provide learning and teaching induction for Xiamen University tutors who may have little to no UK HE experience.
* Provide VLE support for ICI tutors and promote consistency in its use.
* Lead a learning and teaching committee at ICI to share and promote best practices.
* Support ICI tutors in applying EDI (Equality, Diversity, and Inclusion) in curriculum development and in the classroom.
* Undertake specified teaching duties on the Creative Education taught and CPD programmes, which includes an accreditation pathway to D1, D2 and D3 Advance HE recognition.
* Support the coordination and enhancement of the curriculum for specific units relating to Creative Education including managing sessional lecturers, organising workshops and study trips, coordinating assessments, and taking responsibility for the professional development of specific groups of students and staff.
* Assess the work and progress of students by referencing to the assessment criteria and provide constructive, developmental, and challenging feedback to students within the specific and agreed timeframes.
* Contribute to the School and University Research & Enterprise culture through your own distinctive research and/or professional practice.
* Ensure students’ performance is monitored, and proper records are kept, and that individuals’ progress is tracked and communicated back.
* Contribute to academic development initiatives at both programme and University level, particularly to assist in the planning, updating and development of Creative Education, maintaining present standards and contributing appropriately to innovation and evolution of the subject areas.
* Develop and maintain appropriate personal IT and computer skills, both subject specific and related to general delivery of the programmes.
* Advise and support the implementation of digital learning and teaching tools and software.
* Keep abreast of and communicate developments in HE learning and teaching particularly in international contexts.
* Take a proactive role in ensuring equality of opportunity among peers, students, and other stakeholders.
* Contribute to the work of the University as expressed through the University Action Plan, and Annual Operating Targets, and undertake such additional tasks as may arise in the course of executing the University’s Strategic Plan.
* Support the Director in producing annual monitoring reports and any other reports as may be necessary to meet the requirements of internal and external quality assurance.
* Take an active role in the University’s programme of teaching observations and the Peer-Supported Review scheme, in accordance with the University’s regulations.
* Liaise with all ICI staff in matters relating to CPD provision (including Creative Education and experiential routes to Advance HE Fellowship).
* Participate in specified teaching, research and scholarly activities to fulfil academic and professional objectives.

Leads are expected to make an enhanced contribution to the School and the University through their internal and external influence; multi-disciplinary working; anticipation of future requirements; consideration and communication of complex ideas or research; design and delivery of one-off learning events outside of existing frameworks, and acting as an academic supervisor or mentor or other duties appropriate to the post and its seniority.

The University actively encourages staff development and training. You are expected to participate in training and development activities as necessary to meet job, institutional and personal development.

Training and development is primarily focused as developing you in your present role. However, some part of the long-term training strategy of the University includes identifying personal development needs that will improve your performance and skills as an employee of the University.

 **Other Duties**

* To undertake such other duties as are within the scope and spirit of the job purpose, the job title, and the grade.
* Take responsibility for the health and safety of yourself and others in carrying out the duties of the role.
* To promote equality, diversity, and inclusion in your performance of your duties.
* To take responsibility for safeguarding vulnerable adults as a member of UCA staff.
* To actively participate in learning and development to meet the requirements of your role and the organisation.

**Starting salary**

Determination of starting salary at grade 8 or 9 is based on the level of experience of candidates in teaching, leadership and management and research/professional practice.

Appointment at grade 9 is made on the experience of candidates in teaching, leadership and management, research/professional practice (demonstrating this is equivalent to the top of grade 8), and in consideration of the following factors; holds a recognised teaching qualification relevant to the sector – PGCert or Advance HE; demonstrates competence in academic management (for instance unit management; year/subject co-ordination; admissions management; graduate show/exit co- ordination; key Teaching, Learning and Assessment project; work placement management; study abroad co-ordination, and has a recent demonstrable record of research/scholarship.

**Circumstances**

The post is based in China and may involve travel between China and the UK to attend meetings, share best practices, and promote cross-cultural exchange. May require occasional evening delivery and other work outside ‘office hours.’

A summary of key UCA Terms and Conditions of employment and further details of how to apply can be found at <https://jobs.ucreative.ac.uk>

# **Selection Matrix**

**This matrix identifies the criteria which will be needed to be effective in the post. These will be used for selection purposes.**

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| **Criteria** | Essential | Desirable | Used to shortlist |
| **1.0** | **QUALIFICATIONS** |  |  |  |
| 1.1 | BA degree and relevant Masters or MPhil; EdD or PhD in a pedagogy-related field (in progress or achieved) is desirable. | x |  | x |
| 1.2 | PgCert, PgCAP, PGCE or equivalent. | x |  | x |
| 1.3 | D2 Fellowship of Advance HE (Formerly the Higher Education Academy, FHEA). | x |  | x |
| 1.4 | D3 Senior Fellowship of Advance HE (Formerly the Higher Education Academy, SFHEA). |  | x |  |
| **2.0** | **EXPERIENCE** |  |  |  |
| 2.1 | Experience in UK HE teaching and learning (including curriculum, assessment, quality and standards, recruitment and promotion). | x |  | x |
| 2.2 | Experience of Advance HE accredited teaching/supporting learning on both credit and non-credit bearing routes. | x |  | x |
| 2.3 | Ability to design and deliver units of study that introduce and develop the complex range of theoretical and practical concerns of the discipline. | x |  |  |
| 2.4 | Knowledge of current professional, theoretical, and academic debates within the field of creative education pedagogy, with relevant professional networks and relationships that bring expert external knowledge to the role. | x |  |  |
| 2.5 | Experience of teaching and delivery in education (including curriculum, assessment, quality and standards, recruitment, and promotion). | x |  |  |
| **3.0** | **PRACTICE/RESEARCH** |  |  |  |
| 3.1 | Demonstrate industry experience/professional practice in the discipline. | x |  | x |
| 3.2 | Attained or working towards research outputs (equivalent to REF submission). |  | x |  |
| 3.3 | Demonstrate experience of providing high quality supervision to masters and PHD students (desirable). |  | x |  |
| **4.0** | **PERSONAL QUALITIES** |  |  |  |
| 4.1 | Ability to motivate and work in a collaborative way with staff and students. | x |  |  |
| 4.2 | Demonstrate, promote, and facilitate collaborative ways of working across the organisation. | x |  |  |
| 4.3 | Demonstrate an innovative and collaborative approach to solving problems often under pressure. | x |  |  |
| 4.4 | Communicate using straight forward, inspiring language that is tailored to the audience, using the most appropriate medium. | x |  |  |

**Does this role require a DBS check? NO**