**Lecturer: Jewellery**

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| School/Department: | School of Fine Art, Crafts, and Photography |
| Grade: | 8 |
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| Reports to: | Programme Director, Crafts |
| Responsible for: | Hourly Paid Sessional Staff as required |
| Location: | Farnham |
| Hours of Work: | 21.45 (0.6 FTE) |
| Job Summary and Purpose: | The University for the Creative Arts is seeking a dynamic, energetic, and enthusiastic Lecturer or Senior Lecturer to join the Craft Programme at UCA Farnham. We are looking for an individual with a strong focus on materiality and technical making skills within the field of contemporary jewellery, and who operates at / understands the intersection between the craft and art disciplines. A deep understanding of material-led approaches and process-driven methodologies is highly desirable, alongside the ability to teach both practice and theory across the Programme. The successful candidate will play a key role in shaping an ambitious and inclusive academic environment, contributing to the development of a vibrant and forward-thinking community of makers and thinkers.  The role involves teaching and supervising at both undergraduate and postgraduate levels, and contributing to the development, assessment, and management of academic delivery across the suite of course in the Craft Programme. The post-holder will also be expected to undertake relevant research, engage in recruitment and scholarship activities, and contribute to commercial and broader School and University development initiatives.  We are committed to ensuring that fine art at UCA Farnham is sector-leading, preparing a diverse student body for sustainable careers in the creative industries. The successful candidate will be expected to:   * Contribute to a programme that draws on Farnham’s heritage and World Craft City status, embracing its history of production and fabrication through a focus on making, studio-based learning, and engagement with local contexts. * Promote interdisciplinary, vertical, and cross-level studio communities to develop technically skilled and critically aware graduates. * Explore and facilitate new ways of making work and engaging with audiences beyond traditional gallery spaces. * Integrate theory and practice throughout the curriculum to foster reflective, research-informed making practices. * Embed employability and transferable skills, including business and entrepreneurial knowledge, at every stage of learning. * Ensure teaching, learning, and assessment methods are future-facing and aligned with real-world creative contexts, including emerging technologies and digital platforms. * Address and critically engage with themes of sustainability—material, environmental, and social—both in practice and pedagogy. * Encourage responsible and innovative uses of digital tools, including artificial intelligence, as part of an evolving creative toolkit, while fostering critical discourse around their impact on artistic practice and ethics. * Support the sustainability and continued growth of the programme through student recruitment, progression, and graduate success.   This is a unique opportunity to be part of a vibrant and evolving course, contributing to its reputation as a progressive and materially engaged space for contemporary fine art practice—one that is conscious of its role within an increasingly complex cultural, technological, and ecological landscape. |

**MAIN DUTIES**

The role is essentially professional in nature will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with your line manager in line with the stated job purpose and will be wide ranging.

1. Responsibility for the delivery, of year leadership, unit leadership, curriculum development and assessment of units, including projects and dissertations.

2. Teach and provide supervision at undergraduate and postgraduate levels utilising a range of up-to-date and disciplinary-specific teaching, learning, support and assessment methods which create interest, understanding and enthusiasm amongst students, as well as responding to students’ needs.

3. Undertake marking, assessment and examination of work by reference to the learning objectives and provide constructive, developmental and challenging feedback to students within the specific and agreed timeframes.

4. Ensure that students’ performance is monitored and proper records are kept, and that individuals’ progress is tracked and communicated back to them.

5. Participate and contribute to the management, planning, design, development and review of unit and course content, maintaining quality standards and contributing appropriately to innovation and evolution of the subject areas.

6. Responsible for the pastoral care and motivation of students, supporting learning differences, and on occasion personal difficulties, ensuring that appropriate internal or external specialist support for the latter is sought where needed.

7. Contribute to the effective and smooth running of the programme and school, including attending and contributing to meetings, working effectively and collaborating with colleagues (academic and professional services) to identify and respond to students’ needs, participate and contribute to decisions on academic content.

8. Make a contribution to the School and University Research & Enterprise culture through your own distinctive research and/or professional practice and apply the knowledge acquired to inform unit design and teaching delivery.

9. Build and develop relationships with national or international professional organisations within the subject field. This may involve links with professional bodies, e.g. re ongoing accreditation.

10. Prepare, organise and assist with student cultural visits, exhibitions, field trips and placements as appropriate and to attend key events, including Graduation days.

11. Participate in student recruitment, including Open Days and interviewing where appropriate and as a proportion of your role.

12. To contribute to the work of the University as a whole as expressed through the University’s Strategic objectives and to undertake such additional tasks as may arise in the course of executing the University’s Strategic Plan.

13. Undertake administrative duties appropriate to the role, including admissions, timetabling and adherence to University procedures.

14. To develop and maintain appropriate personal IT and computer skills, both subject specific and related to general delivery of the programmes.

15. Participate in the PDR process. Ensure that knowledge of the relevant subject area is fully up to date by actively engaging in continuous professional development and scholarly activities appropriate to the role.

16. Responsible for being aware of the risks in the work environment, and their potential impact on own work and that of others, including being aware of any relevant risk assessments in place and adherence to these and undertaking any relevant health and safety training.

17. Understand the University’s Safeguarding Policy and ensure that any concerns are reported and addressed.

18. Maintain and promote equality and diversity within the terms of the University’s published procedures.

**ADDITIONAL DUTIES OF SENIOR LECTURERS**

19. Successfully plan and introduce new units and contribute or where appropriate lead the development of new degree courses.

20. Identify areas for revision, improvement or innovation in order to meet student and/or industry expectations. Contribute to the validation and accreditation of courses and quality management processes as necessary.

21. Take on and deliver leadership roles in relation to teaching courses (e.g. Subject Lead, Year Lead, School Academic Lead (SAL), Cultural Studies Lead or equivalent) and curriculum development.

22. Recruit, contract & manage sessional staff as required – Associate Lecturers, Visiting Lecturers, Teaching Assistants.

23. Lead on the effective incorporation of engagement and knowledge exchange into teaching and learning activities.

24. Contribute effectively to the enhancement of quality in teaching within the School.

25. Effectively mentor new staff and advise less experienced staff on learning and teaching tasks and methods and take a leading role in peer observation.

26. Cultivate external networks that can inform and contribute to the teaching and the delivery of the discipline within the school.

27. Have an established research or professional practice reputation and produce research/practice methods of a national if not international quality.

28. Consistently act as a good citizen, actively taking on administrative duties and participating fully in the daily working life of the School, behaving as a role model for others.

29. Monitor and manage substantial teaching and/or research resources effectively.

30. Contribute effectively to School planning and development processes, including decisions on resource application where appropriate.

31. Deputise for Programme Director as required

**Duties of all staff**

32. Contribute, in line with the seniority of the role, to the work of the University as a whole as expressed through the University’s Strategic objectives and to undertake such additional tasks as may arise in the course of executing the University’s Strategic Plan.

33. Promote the values of the University and encourage and support a culture and ethos of high performing teams.

34. Support and actively further the University's equality diversity and inclusivity policy, understanding how it operates within the responsibilities of the post.

35. Maintain and promote health, safety & wellbeing awareness and commitment within the framework of the University's Health, Safety & Wellbeing policy.

36. Undertake any other work as required commensurate with the level and responsibility of the post.

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| **04 Selection Matrix** | | **Essential** | **Desirable** | **Used to shortlist** |
| **Qualifications** | | | | |
| 1 | A postgraduate degree in a relevant subject | 🗶 |  | 🗶 |
| 2 | Teaching qualification relevant to the role (or equivalent fellowship of the Higher Education Academy) |  | 🗶 | 🗶 |
| 3 | A postgraduate research degree (preferably a PhD) in a relevant subject |  | 🗶 |  |
| **Knowledge & Experience** | | | | |
| 4 | Extensive teaching experience in an HE environment at both undergraduate (and postgraduate levels desirable), including the design and development of courses | 🗶 |  | 🗶 |
| 5 | Experience of providing a high-quality student experience | 🗶 |  | 🗶 |
| 6 | Demonstrate an understanding of assessment practice including how to assess the work and progress of students and provide constructive, developmental and challenging feedback. | 🗶 |  |  |
| 7 | Effectively plan and manage workload, prioritising work to meet deadlines, achieve agreed objectives and manage competing priorities. | 🗶 |  |  |
| 8 | Demonstrate an active research/professional practice profile with significant research outputs (equivalent to REF submission) |  | 🗶 | 🗶 |
| 9 | Demonstrate relevant professional practice, networks, relationships within the discipline that bring expert external knowledge to student learning, employment and enterprise. |  | 🗶 | 🗶 |
| 10 | Demonstrates competence in academic leadership and management e.g. Unit/year lead/coordination or equivalent. |  | 🗶 |  |
| 11 | Demonstrate experience of providing high quality supervision to masters and PHD students |  | 🗶 |  |
| **Skills, Personal Attributes and Behaviours** | | | | |
| 12 | Ability to communicate using straight forward, inspiring language that is tailored to the audience, using the most appropriate medium (both orally and in writing) | 🗶 |  |  |
| 13 | Ability to motivate and work in a collaborative way with staff and students | 🗶 |  |  |
| 14 | Highly competent user of relevant IT systems and Technology that support innovative teaching and learning within HE | 🗶 |  |  |
| 15 | Ability to provide leadership, coaching, development and mentoring to teaching and research staff/teams | 🗶 |  |  |
| 16 | Ability to manage budget and resources | 🗶 |  |  |
| 17 | Ability to contribute to broader University & management processes and initiatives. | 🗶 |  |  |