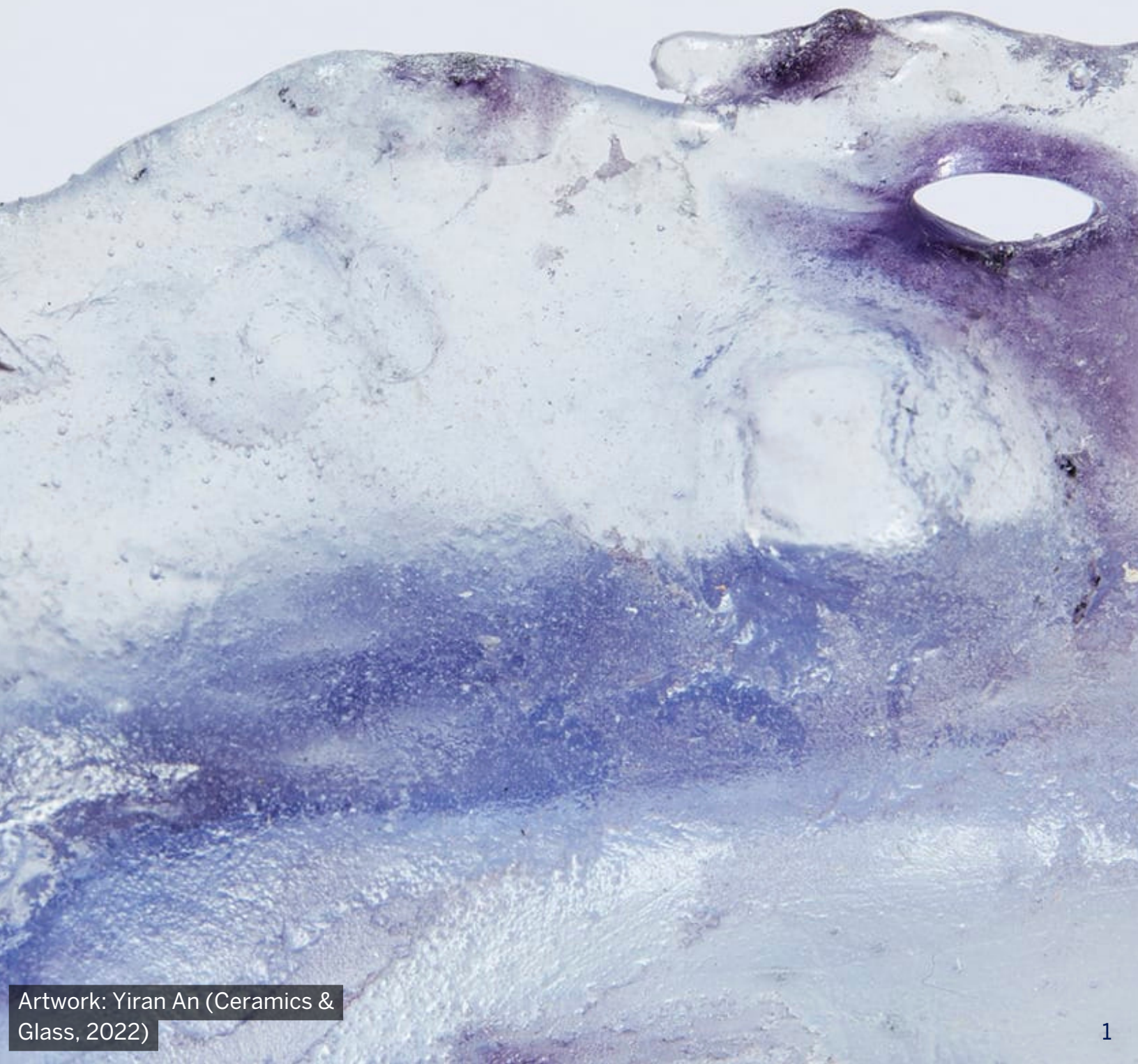


# RCA

## EAP Pre-Sessional Team Leader March 2024



Artwork: Yiran An (Ceramics & Glass, 2022)



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Photo: Richard Haughton

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# WELCOME TO THE RCA



Photo: Iwan Baan

Founded in 1837, the Royal College of Art is the world's largest community of postgraduate art and design students. It is also the oldest art and design university in continuous operation and has been ranked as the world's number one art and design university for a remarkable nine consecutive years, according to the QS World University Rankings by Subject 2023 – the worldwide survey of academic and industry opinion.

The RCA is research-led, and recognised in the UK-wide REF (Research Excellence Framework) as the UK's most research-intensive institution – with an increased proportion of the College's outputs classed as 'internationally excellent' and 'world-leading' in the most recent REF assessment of 2022.

Studying at the RCA is the starting point for the world's creative leaders. With more than 20,000 RCA alumni across the globe, the RCA's graduates form a unique international network of artists, designers, creators and innovators. Every year, RCA alumni are recognised as leaders in their discipline, making national and international headlines for their work, which shapes the world we live in. Its graduate start-up incubator, InnovationRCA, is one of the most successful in the country with a high proportion of female start-up founders and a high 'survival' percentage after five years of trading.

More than 2,700 students are spread across four schools and research and academic departments, studying at Graduate Diploma, MA, MFA, MDes, MArch, MEd, MRes, MPhil and PhD levels, with plans for this to rise to 3,300 by 2027. The College's mix of professionalism and creative freedom, together with its renowned academic community and rigorous academic framework provides the ecosystem in which students flourish and achieve their highest potential.





Photo: Richard Haughton

In addition, the RCA has a number of established and planned research centres: the Helen Hamlyn Centre for Design; the Material Science Research Centre (which includes the Materials Futures Research Group and the Textiles Circularity Centre); the Intelligent Mobility Design Centre, Computer Science Research Centre, and a future centre in Drawing. The RCA is also home to one of the UK's most successful university incubators, InnovationRCA.

The RCA espouses a hybrid approach, supporting 'traditional' making and technical skills in fine and applied art and design alongside the foundational sciences, engineering and technology which underpin designers' ability to solve today's global challenges. The RCA champions the value of interdisciplinary learning and was the first art and design university in the world to implement a STEAM (Science, Technology, Engineering, Art and Design and Mathematics) academic vision, with investment in new faculty posts in Materials Science; Computer Science and Robotics alongside art and design disciplines. By applying creative insights to evidence-based science, its staff, students, researchers and start-ups are addressing major global challenges such as rapid urbanisation and transport; loss of biodiversity; ageing populations; unsustainable consumption and production; and the rise of AI.

### Our Strategy

The RCA's strategic vision is to increase its influence on the world stage of globally ranked universities, punching significantly above its weight, and attracting, supporting and convening the world's most talented faculty, students, artists, designers and creative leaders. For more information on The RCA's Strategic Plan 2022–27, please click on this link: [Strategic Plan 2022–27](#).



# Our People



Photo: Richard Haughton

His Majesty King Charles III is Royal Visitor to the RCA (ie Patron). The RCA's Chancellor is Sir Jony Ive, and the Pro-Chancellor and Chair of Council is Sir Peter Bazalgette (please see link to Council independent members' biographies). The RCA's Vice-Chancellor – the CEO of the institution – is Dr Paul Thompson, who joined the College in 2009.

The RCA's academic faculty bring world-leading expertise and industry knowledge to the practice-based model of teaching. There is a core academic and research workforce of 230 FTE, supported by around 170 Associate Lecturers and a wide range of Guest Lecturers who bring 'live' industry experience into the taught curriculum – for example, Amin Taha of GrantOn design, whose work was twice shortlisted for the RIBA Stirling Prize, in 2017 and 2021, teaches in the School of Architecture; and Yao Yingjia, who is Vice President and Chief Designer at Lenovo teaches in the School of Design.

The RCA combines contemporary and industry-focused teaching perspectives. It also employs a team of 95 highly skilled technicians, many of whom themselves have postgraduate qualifications in their fields of specialism, which range from rapid prototyping and subtractive manufacturing to film and sound engineering, and from digital modelling to metal fabrication and jewellery making.

# Our Values



Photo: Shaun James

The RCA community operates in line with four agreed values:

## Curiosity

We have a tenacious commitment to innovation and openness to change. We positively interrogate ideas, assumptions and plans and welcome the honest scrutiny that is alive in a learning community.

## Inclusion

We celebrate diversity and embrace difference as a source of strength. We strive for an inclusive RCA community, removing barriers and challenging exclusionary and discriminatory practices.

## Collaboration

We value what happens together and we help and support each other to achieve our collective goals. We work in partnership with our students, staff, alumni, institutions and communities across the globe to make a lasting difference.

## Integrity

We are always willing to listen, we offer constructive feedback and we promote accountability, building relationships of mutual trust and respect. We are resilient in the face of challenges, pursuing outcomes with individual, cultural, societal and economic impact.



# EAP Pre-Sessional Courses



Photo: Richard Haughton

EAP (English for Academic Purposes) Pre-Sessional courses at the Royal College of Art (RCA) provide academic and language communication skills development to international postgraduate Art and Design students. As part of RCA strategy, we are committed to putting students at the heart of everything we do, working to ensure successful outcomes for the Pre-Sessional courses to support inclusivity and student engagement.

The EAP Pre-Sessional courses are tailor-made and constructively aligned with the needs of postgraduate art and design education. The courses highlight the dialogic, critically reflective and independent enquiry skills needed in Art and Design Higher Education and draw on the wide range of interdisciplinary research areas explored at the college.

EAP Pre-Sessional team leaders contribute to high quality, innovative teaching and learning within an academic communicative skills context. The EAP Pre-Sessional courses offer a variety of teaching methodologies with core principles of flexibility, collaboration and process at the heart.

# EAP Pre-Sessional Team Leader



Photo: Richard Haughton

## Purpose of the post:

This post is a non-academic EAP Pre-Sessional Team Leader position providing high quality operationalisation of our specifically designed EAP Pre-Sessional courses for postgraduate Art and Design students. This is an exciting post suitable for someone with a passion for Art and Design wishing to bring innovative ideas to a leadership role in the Pre-Sessional courses. This role requires experience of teacher training, CPD development and a collaborative approach to team building and leadership. Excellent understanding of best practice in EAP Academic Skills teaching and a strong track record of online and in person teaching as well as an enthusiastic approach to understanding and exploring Art and Design postgraduate education are a priority. The position offers a chance to contribute to the design, systems, and implementation strategies of a growing and developing course. The role is best suited to someone who enjoys flexibility, creative challenge and resourceful solution-finding in a pro-active, initiative-led environment.

Hours of work are 8.30-4.30 or 9.00-5.00 depending on needs during the course.

The position holder will be able to work in hybrid mode from Staff Induction week until the end of the course, arranged in discussion with other team leaders.



## Main Duties and Responsibilities:

- to lead the operationalisation of the pre-sessional course, online and in person, including teaching, staff and administration leadership with administrative support
- to recruit and line manage the pre-sessional tutor team including liaising with HR, with oversight from the EAP coordinator
- to review, update and process all elements of the course content
- to ensure appropriate quality assurance of teaching and course management including effective feedback processes for all aspects of the course by both staff and students
- to work collaboratively with the teaching team and other team leaders to ensure a supportive and constructive course environment, communicating effectively and proactively
- to collaboratively develop and lead a stimulating and supportive CPD programme, demonstrating thorough knowledge of eap best practice
- to provide leadership on assessment marking, moderation and feedback where required
- to organise, where appropriate, new initiatives to enhance a flexible approach to academic language skills in accordance with course requirements
- to report data and successes from the course through appropriate avenues
- to support research-based dissemination of good practice relating to the pre-sessional course



# Person Specification

## Essential characteristics of the postholder:

- an MA in a suitably related field or demonstrate extensive related experience
- a postgraduate teaching qualification
- a strong understanding of art and design teaching contexts and current themes
- clear leadership skills including people development as well as course management
- a high level of systemic language knowledge which can be employed in student-led learning environments
- understanding and experience of employing current best practice in teaching methodologies in the field of eap and academic literacies
- ability to take initiative and work independently and as part of a leadership team
- ability to tackle challenges effectively and with a pro-active, collaborative spirit
- ability to manage online as well as on campus delivery in the same course
- confidence in managing a vle and a variety of pedagogic software for both students and tutors
- effective use of technology for administrative efficiency
- experience of course design the use of teaching materials in stimulating and innovative ways among the teaching team
- demonstrate experience in leading professional development initiatives

## Desirable characteristics of the postholder:

- fellowship of the HEA
- experience of action research and conference presentation
- experience of innovation in teaching and/or course design including online technologies



Photo: Iwan Baan



# Pay & Benefits

## Additional Information:

- Responsible to: Academic Skills Coordinator, ADO
- Pro rata Salary: Grade 8- £46,978 - £53,794 per annum including London Allowance.

## FTE:

- 8 Weeks: 1.0FTE 24.6.24 - 6.9.24 (11 weeks)
- 25 days annual leave plus extended breaks at Christmas and Easter, at the discretion of the College. Pro rata for part time employees
- A contributory defined benefit pension scheme and interest-free season ticket loan are available
- Location: Kensington, London/hybrid
- Department: Academic Development Office (ADO)



Photo: Philip Vale

### Pension

The Royal College of Art is a member of the Superannuation Arrangements of the University of London (SAUL) which is a contributory defined benefit pension scheme. The college will contribute a sum equal to 16% of your salary while you pay 6%.

### Holiday

25 days paid leave a year plus bank and public holidays normally observed in England and Wales. In addition, the college is normally closed for six days a year, one day on either side of Easter and the remainder between Christmas and New Year. Part-time staff will be entitled to the pro rata equivalent.

### Season ticket loans

Interest-free loans are available for staff to purchase annual season tickets.

### Enhanced maternity and adoption pay

Qualifying employees are entitled to enhanced maternity/adoption pay: 26 weeks' full pay, 13 weeks Statutory Maternity/Adoption Pay. This compares to the statutory provision of 90% of average pay for 6 weeks followed by Statutory Maternity/Adoption Pay for 33 weeks.

### Enhanced paternity pay

Qualifying employees are entitled to two weeks' paternity leave entitlement at full pay. This compares to the statutory provision of two weeks' pay at the statutory rate.

### Enhanced sick pay

Occupational sick pay after six months' service is three months full pay/three months half pay.

### 24/7 confidential support

Staff and family members in their household have access to a free, external confidential support service for work, financial, legal, family and personal problems 24 hours a day, 365 days a year.

### Occupational health

Occupational Health support for the College is provided by Imperial College's occupational health service at their South Kensington Campus.

### Life Cover

Active members of the SAUL pension scheme automatically receive life cover. A lump sum of four times your salary together with a refund of your contributions and a 2/3 pension for your dependent/spouse is payable should you die whilst in employment.

### Library

All staff are welcome to join the college library.

### Events

All staff are welcome to attend exhibitions, lectures and private views held by academic schools and programmes.