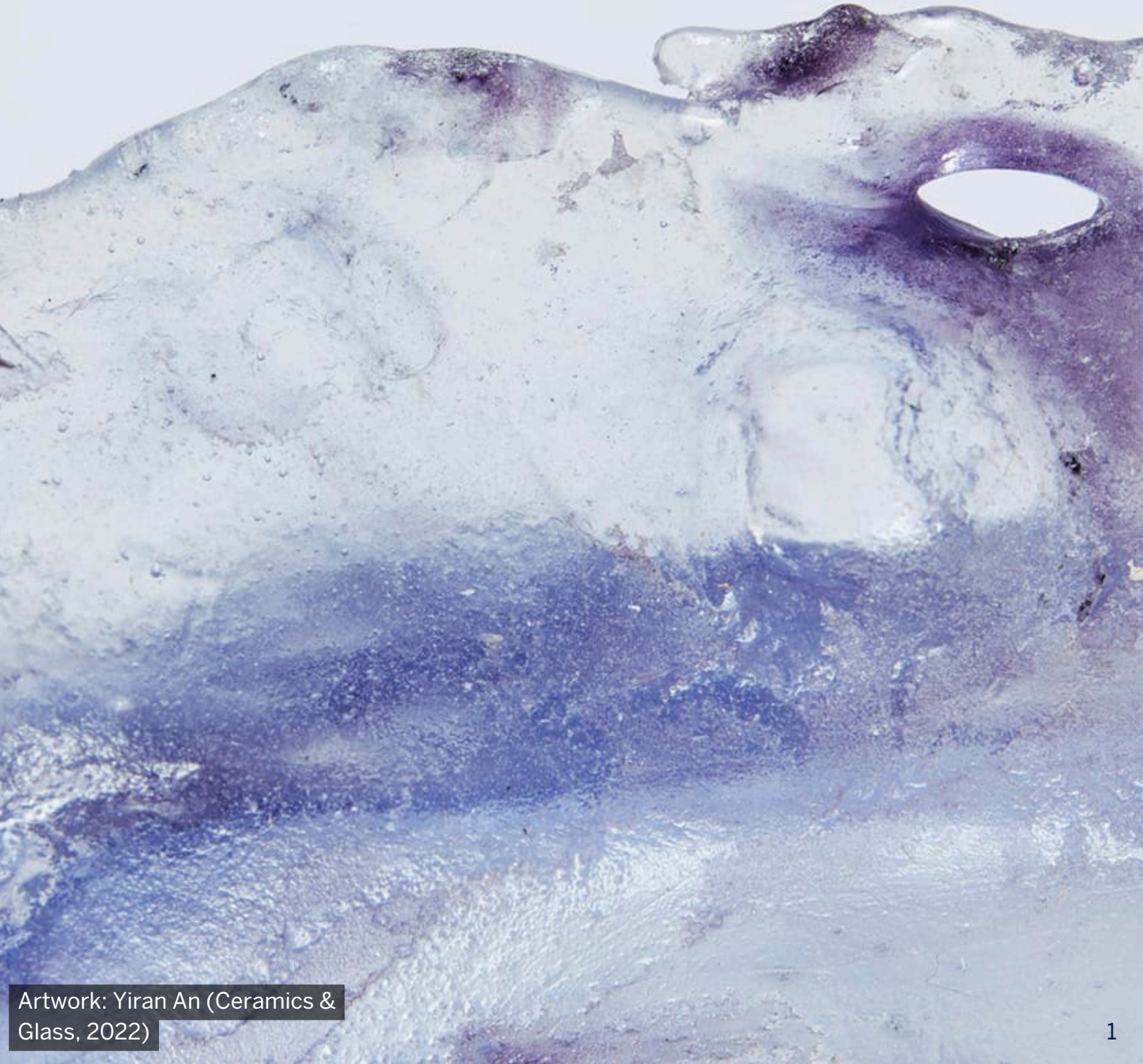


# RCA

## Pre-Sessional Coordinator English for Academic Skills Programme November 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 ten consecutive years, according to the QS World University Rankings by Subject 2024 – 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 2021.

Studying at the RCA is the starting point for the world's creative leaders. With more than 25,000 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 2,800 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. 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

The role of Royal Visitor to the RCA was taken on by The former Prince of Wales – now His Majesty The King – in 2018. The announcement of HM The King's retained Patronage of the RCA marks the first anniversary of Their Majesties' Coronation. As part of the official Coronation Concert in May 2023, the Royal College of Art along with The Royal Ballet, The Royal Opera, the Royal Shakespeare Company, and the Royal College of Music came together for the first time ever to create a spectacular one-off performance, with a striking visual backdrop of specially-designed artworks contributed by students from the Royal College of Art.

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 President & Vice-Chancellor – the CEO of the institution – is Professor Christoph Lindner who joined the College in April 2024.

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 196 FTE, supported by around 215 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:



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.



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.



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.



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.



# Education & Student Experience



Photo: Richard Haughton

The Education & Student Experience area comprises the following teams:

- Creative Education;
- Creative Futures;
- Library Services;
- Student Experience;
- Technical Services.

This role is based within the Creative Education team, the scope of which includes the Postgraduate Certificate and Master's in Creative Education, the Pre-Sessional English language and academic skills programme, the in-Sessional English language and academic skills support as well as the Taught Student Ethics Committee and curriculum development activities.

# Pre-Sessional Coordinator



## Purpose of the post:

This post is a non-academic EAP Pre-Sessional Coordinator 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 course leadership - including significant administrative leadership and liaison across college departments, CPD development and a collaborative approach to team building and staff mentorship. 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.

We will be running a Spring Pre-Sessional (April to early June) and Summer Pre-Sessional 8 week and 4 week courses (late June to end August) in 2025 - hours of work are 8.30-4.30 or 9.00-5.00 depending on needs during the courses.

The position holder will need to work in hybrid mode on a weekly basis and be available for all 3 pre-Sessional courses.



## Main Duties and Responsibilities:

- To take ownership of the operationalisation of the pre-sessional courses, including course set up, teaching, staff and administration leadership - with administrative and oversight support
- to recruit and line manage the pre-sessional tutor team including liaising with HR, with support from the Academic Skills coordinator
- to provide clear leadership on all elements of course set up and administration
- to liaise with other professional services departments across the college in monitoring clear lines of recruitment, communications and onboarding of students
- to take an active role in limited in-sessional support outside of Pre-Sessional course weeks in order to establish familiarity with RCA programme teaching
- to review, update and process some elements of the course content in coordination with the Academic Skills coordinator
- to oversee 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 to enhance team teaching and other collaborative teaching support mechanisms across the courses
- to work collaboratively with the teaching team and other team leaders to ensure a supportive and constructive course environment, communicating effectively and proactively
- In collaboration with the Academic Skills team, to develop and collaborate on leading a stimulating and supportive CPD programme for a range of mixed-experience EAP tutors, 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 the learning experience of students
- to report data, recommendations and successes from the course through appropriate avenues
- to support research-based dissemination of good practice relating to the pre-sessional course



Photo: Richard Haughton

# Person Specification

## Essential characteristics of the post holder:

- an MA in a suitably related - EAP/linguistics - field or demonstrable extensive related experience
- a postgraduate teaching qualification
- a good understanding of current themes in UK higher education and experience of, or a keen interest to develop, knowledge of art and design teaching methodologies
- experience of working in UK higher education in course coordination capacity
- experience of leadership of a course including administrative oversight across several professional services departments within an organisation
- excellent time management leadership and administrative skills with the ability to juggle priorities
- experience of successful line management including performance management and teaching observation in an EAP context
- a high level of systemic language knowledge as well as a skills-based approach to EAP which can be effective in materials overview reviews and implementation
- flexibility and a capacity to adapt to the changing demands of the job
- understanding and experience of employing current best practice in teaching methodologies in the field of EAP and academic literacies in higher education
- ability to take initiative, prioritise and work independently
- 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 (when applicable)
- 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 or awareness of best practice in this area and enthusiasm for innovation in this area
- Innovative ideas in course development and professional development initiatives in HEIs





# Person Specification

## Desirable characteristics of the post holder:

- fellowship of the HEA
- experience of action research in an HE context and conference presentation
- experience of innovation in teaching and/or course design including online technologies
- awareness of CPD initiatives and ideas for appropriate higher education professional development among experienced and less experienced EAP/Academic Skills tutors



# Pay & Benefits

## Additional Information:

- Responsible to: Academic Skills Coordinator
- Full time salary: Grade 8 £48,582 - £52,578 per annum including London Allowance.
- FTE: 1 (35 hours per week), 9.30 - 17.30 with an hour for lunch.
- Fixed term role from 2.1.25 - 5.9.25.
- 27 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, along with many other benefits.
- Location: Kensington/hybrid
- Department: Creative Education



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

27 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 six 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 three 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.



### Equality, diversity and inclusion - Disability and neurodiversity

#### Disability Confident

RCA is a Disability Confident Committed employer. You may recognise the logo from our job adverts.

Disability Confident is a government scheme designed to encourage employers to recruit, retain, and develop disabled people. RCA was originally awarded the Disability Confident certificate in October 2022, which broadens and deepens our existing commitment as an employer.

As a Disability Confident Committed employer, we commit to the below core activities:

- ensure our recruitment process is inclusive and accessible
- communicating and promoting vacancies
- offering an interview to disabled people who meet the minimum criteria for the job
- anticipating and providing reasonable adjustments as required
- supporting any existing employee who acquires a disability or long-term health condition, enabling them to stay in work
- at least one activity that will make a difference for disabled people







**10 YEARS**

as the world's N°1  
University for Art & Design

QS World University Rankings by Subject 2015-24

Together, the RCA community can generate change now for a sustainable future everywhere.