



Royal College of Art

Postgraduate Art & Design

JOB DESCRIPTION

Post: Senior Tutor (Research), Graduate Diploma (FT)

School/programme: College-wide

Programme: Graduate Diploma Art & Design

Grade: 10

FTE: 1.0

Responsible to: Current responsible senior officer for the programme: Dean of School of Arts & Humanities

Background

The Royal College of Art is the UK's only entirely postgraduate university of art and design dedicated to teaching, research and knowledge exchange with industry. The College's 1967 Royal Charter specifies that the College's purpose is "to advance learning, knowledge and professional competence particularly in the field of the fine arts... through teaching, research and collaboration with industry and commerce". Fifty years on, the College remains in the vanguard of creative enquiry, with around 2,000 students from 65 countries registered for MA, MRes, MPhil and PhD degrees. Applications are strong, and the College's strategy sets out an ambitious plan both to increase student places to 3,000 by 2020 and to launch new programmes underpinned by its world-class research. Recent examples include the MA in Contemporary Art Practice, launched in 2016, to offer a truly global dialogue about the practice and study of contemporary art, alongside the College's established fine art programmes in painting, sculpture, photography and print, and the haptic crafts of making in ceramic, glass, and metal.

The College is located on three sites in central London, in Kensington, Battersea and White City. In 2016 the Chancellor of the Exchequer announced an unprecedented £54 million grant to support a major expansion at Battersea to create a flagship innovation campus, housing new research centres, knowledge exchange labs and additional space for the College's highly successful business incubator, InnovationRCA. With planning consent achieved in February 2018, enabling work on the new building is due to start in early 2018 with the completed building being handed over in late 2020.

As well as welcoming students from around the world, the College's global dimension is enhanced through extensive links with business and industry and its partnerships with leading art and design, cultural and educational institutions; including, among many others, its neighbours in Kensington (Imperial College London, the Victoria & Albert Museum, the Royal College of Music, the Science Museum and the Natural History Museum).

The College has 400 full- and part-time staff, including internationally renowned artists, designers, theorists and practitioners. These staff, together with innovative forms of teaching and

learning, dedicated technical facilities and research centres, all contribute to create an exceptional creative and intellectual environment and a remarkable record of graduate employment. Numerous eminent graduates have created far-reaching impact and influence, and the College boasts such noteworthy alumni as Sir James Dyson, Thomas Heatherwick, David Hockney, Tracey Emin, Christopher Bailey, Julien McDonald, Alison Jackson, Idris Khan, Sir David Adjaye, Suzie Templeton and Sir Ridley Scott.

The Graduate Diploma

The Graduate Diploma Art & Design prepares students for Master's study in Art and Design. The programme focuses on developing proficiency in the discursive languages and independent learning methods and practices of art and design, and on introducing students to the role and influence of art and design in the world today.

The programme aims to make its participants better informed about the study options available to them, as well as the possible career paths that they might follow beyond graduation.

The programme will be interdisciplinary in nature, mirroring the experience of Master's study at the RCA, however Graduate Diploma students will be invited to select a specialism at enrolment from the following areas: Communication; Fine Art; Humanities; Fashion & Textiles, and Product, Interiors & Spatial Design.

The programme offers:

- the opportunity to specialise in one of five practice-led disciplines
- development of a final portfolio that can be used for application to further postgraduate study or direct employment
- guaranteed progression to an RCA MA programme subject to final classification and availability of places
- a unique and interdisciplinary studio-based learning experience
- development of English language proficiency
- an introduction to the learning methods required for postgraduate study

The graduate diploma consists of two blocks of 15-week study, with the first block including an introduction to specialist study at master's level in art and design and leading towards further and more in-depth study, practice and portfolio development in the second block.

The first part offers a theme-based introduction to the specialist study of art and design, and the various study options available in the field together with an introduction to the kinds of learning methods that students are likely to encounter in the study of art and design.

The second part of the programme will enable students to focus in more depth on the preparation of a body of work and portfolio.

The curriculum outline is as follows:

Unit 1: learning, 20 credits

This unit runs throughout the programme and is intended to enhance students' critical and analytical skills and to support the development of English language skills to the requisite level for master's study.

Unit 2: art & design practice, 40 credits

This unit introduces students to advanced practices of art and design. Students will have the opportunity to work around structured project briefs or in self-directed study mode, depending on their prior learning and future course of study. The unit fosters discursive learning and engagement with topics and issues that do not necessarily have right or wrong outcomes.

Unit 3: independent art & design practice, 40 credits

In the second 15-week block, students move to a more independently determined and focussed mode of learning. Working from a negotiated brief, students will be expected to participate in critiques and exhibit their works in progress. The unit will help students to make self-determined judgements about their practice, to display their work and to speak about it clearly and cogently.

Unit 4: portfolio, 20 credits

The portfolio unit runs throughout the programme and culminates in the production of a digital portfolio that students will be able to use to seek admission to further study at master's level. Students will be supported in selecting materials and presenting work which fully articulates their abilities and contextual awareness.

All students passing the programme with a distinction will be guaranteed entry to an RCA MA programme (subject to availability of places). All other students passing the programme will be guaranteed an interview to the rca ma programme of their choice. Entry to the rca programmes is of course conditional on students meeting postgraduate english language requirements demonstrated by an additional ielts test or equivalent.

In instances where students would like to progress to rca dual awards (ma programmes offered with collaborative partners), or accredited programmes, applicants will be considered but they will be required to satisfy entry requirements of the partner institution or accrediting body as well as the minimum rca entry requirements.

The role of senior tutor: graduate diploma

We are seeking an outstanding educator in the field of Art & Design to contribute towards the on-going work of the Royal College of Art. The successful candidate will demonstrate enthusiasm for working with students from around the world and alongside colleagues with the high levels of commitment and energy required by a world-leading environment. They will be well networked and demonstrably engaged with the international context of Art & Design, from which they will be prepared to draw for the benefit of the college.

The Senior Tutor will lead the Graduate Diploma and, as well as being able to support and respond to the work of students on the Graduate Diploma, the successful candidate will also have the opportunity to teach from their own research by delivering lectures, workshops, seminars and crits across other programmes in the school. There will also be opportunities to undertake PhD supervision where relevant.

They will be expected to lead discussions about the development of the curriculum and be prepared to pioneer new ways of teaching. They will also be expected to undertake administration around their teaching as required by the well-established structures present across the College.

As a Senior Tutor the successful candidate will be expected to chair admissions and exam boards as well as to undertake the day to day leadership, planning and management of the programme. They will remain engaged with the broader discourse of the college and may regularly be called on

to represent their programme on School Leadership Teams and in College committees and working groups.

Their research will be expected to operate at a high level, consistently producing research outputs of at least 3* REF quality to enable submission to the REF. They will also be expected to pursue funding opportunities for their research and where possible to involve colleagues in collaborative projects and contributing to the rich research culture and environment of the College.

The successful candidate will seek always to promote the college and its staff and students, acting always as a positive advocate for the Royal College of Art.

Across the following areas of focus and delivery the senior tutor is expected to:

Learning & teaching

- Provide academic, pastoral and technical (as appropriate) tutorial support to students, including regular one to one meetings as agreed
- Provide regular feedback to students to help them develop their skills and improve the quality of their work
- Participate in the assessment of student work, including through participation in the assessment board as required, ensuring a rigorous and fair assessment of the work
- If directed by the head of programme, lead a designated high quality project, ensuring delivery on time and on budget
- Contribute to, deliver and where appropriate lead on cross-college, cross-school and cross-disciplinary teaching and research activities as appropriate
- Keep abreast of innovation and best practice in learning and teaching in own subject
- Continually update own knowledge and understanding in academic specialism
- Supervise research students (MRes, MPhil or PhD as appropriate)
- Contribute to the development and enhancement of new and existing programmes and pathways, ensuring high quality academic content and innovation in learning and teaching, and assessment
- Contribute to teaching delivery, leading on allocated areas and delivering high quality teaching content that meets the needs of individual students
- Chair the relevant assessment boards as permitted under college regulations
- Explore and exploit the possibilities for collaboration with programmes in and beyond the school
- Coordinate visiting lecturers, setting clear expectations, monitoring performance, and providing feedback as required
- Brief external contributors to programmes, such as guest lecturers or speakers from industry, ensuring support and guidance as appropriate to the programme

Research

- Disseminate research findings through appropriate channels, and in line with the College's overall strategy
- Complete and keep up to date five-year individual research plan, reviewed and updated annually
- Develop and follow research interests in line with the strategic direction of the College and school, in consultation with the head of programme and the dean
- Determine relevant research objectives and prepare proposals tailored to the

- appropriate audiences
- Consistently produce research outputs of at least 3* REF quality to enable submission to the REF
 - Ensure that research makes a significant contribution to the overall standing of the school
 - Conduct and lead research projects, building a programme of research which contributes to the overall standing and reputation of the College and contribute to school research funding targets
 - Lead a research group, if appropriate, managing successful delivery of research objectives, and ensuring effective collaboration high quality outputs
 - Provide research mentoring to tutors or others as appropriate, supporting and advising on research projects to help ensure optimal outcomes
 - Develop and submit funding bids making a significant contribution to securing research funding in line with school targets
 - Explore and exploit the possibilities for research collaboration with colleagues in and beyond the school

Academic management, administration & citizenship

- Participate in student recruitment, including assessing student ability and potential to inform recruitment decisions
- Promote the College to potential applicants, through speaking engagements, attendance at promotional events, or other relevant activities as required
- Lead field trips in line with programme requirements, supporting student learning and helping to ensure pedagogic value from such trips
- Undertake risk assessments for work as necessary, complying with the necessary policies and procedures and ensuring the safety of students and colleagues
- Participate in college committees as appropriate, contributing to sound decision making
- Contribute to annual programme monitoring, ensuring quality and identifying areas for improvement
- Support the development of tutors and visiting lecturers through mentoring, advice and feedback
- Manage projects to ensure high quality delivery on time to budget
- Contribute to the College's strategic plan

Knowledge transfer & executive education

- Actively build relationships with industry, and other relevant funding partners to promote the College and its students, to develop potential research and other revenue opportunities
- Lead proposals for knowledge exchange funding and manage any grants awarded to ensure delivery of objectives
- Develop opportunities for knowledge exchange and lead on knowledge exchange projects ensuring value for the College

Person specification

The RCA is seeking a recognised and experienced educator in the field of Art & Design with an international outlook supported by a portfolio of art work, exhibitions, academic research or publications. The successful candidate will be critically informed and ambitious for the work of the College in developing the Graduate Diploma programme and graduates internationally and will also understand the changing nature of higher education in an international and UK context.

They will have an energy and enthusiasm for the student experience, and be able to work well across teams within the RCA.

In order to fulfil the requirements of the post the successful candidate will demonstrate experience of management and administration in an HE or related context, as well as the capacity to deal with planning and the production of documentation and reports.

The successful candidate should also be able to demonstrate:

Essential criteria

- a degree or higher degree, in a relevant discipline;
- awareness of quality assurance and enhancement frameworks in Higher Education;
- possession of a recognised qualification in learning and teaching in higher education and/or accredited fellow of the Higher Education Academy;
- experience of teaching in higher education and working with students of mixed ability and from a broad range of backgrounds;
- experience of curriculum development and assessment;
- experience of leading modules, units or courses and the management of other staff;
- engagement with scholarship and/or practice in an international context;
- commitment to, through exhibitions, screenings, publications or equivalent, the advancement of learning and/or the application of knowledge in his or her specialised discipline;
- proven record of producing research outputs of at least 3* REF quality;
- demonstrable commitment to diversity and equality

Desirable criteria

- a doctorate in a relevant field;
- a successful track record of securing competitive research grant income and/or industrial sponsorship and funding;
- experience of doctoral supervision including one of: possession of a research degree; research degree supervision to successful completion; successful completion of a recognised research degree supervision qualification;
- experience of one or more of the following: fundraising/sponsorship/successful grant applications
- evidence of the ability to act as principal investigator or co-investigator.

Additional information

- Salary working 5 days per week: £53,202 - £59,534 per annum inclusive of London Allowance.
- Normal hours will total 35 per week over 5 days, 9.30am to 5.30pm with an hour each day for lunch.
- 30 days annual leave plus extended breaks at Christmas and Easter.
- The successful candidate may be required to work across the RCA's three London sites (Kensington, Battersea and White City) as well as other international locations.
- The appointment is permanent subject to a two-year probationary period.
- A contributory defined benefit pension scheme and interest free season ticket loan are available.
- Time to conduct research will be allocated to the person appointed on the basis of the College's Academic Employment Framework. This stipulates a minimum of 20% research time for a research academic.

February 2018

PAY & BENEFITS

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

6 weeks' (30 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 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.

Cycle to Work Scheme

The Royal College of Art has signed up to the Cycle to Work Scheme – part of the government's Green Transport Initiative – which allows employees to make significant savings on purchasing new bikes and safety equipment.

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.

Professorships and readerships

The College awards professorships or readership to academic staff based on published criteria through an annual application process. Any award is subject to successful completion of probationary period, which is normally one year from first appointment.

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.