



Royal College of Art

Postgraduate Art & Design

ROYAL COLLEGE OF ART

JOB DESCRIPTION

Post: EAP Tutor, Graduate Diploma (0.5 FTE)

Programme: Graduate Diploma Art & Design

Grade: 8

FTE: 0.5

Responsible to: EAP Coordinator, Student Support

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.

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.



Royal College of Art

Postgraduate Art & Design

Student Support / English for Academic Purposes (EAP)

Student Support offers advice, tuition and guidance to help ensure the best possible experience for students. Specific areas of support include immigration, finance, disability, counselling and dyslexia tuition as well as EAP and a wide range of more general support with day-to-day needs. The team aim to provide services which are innovative, responsive and well organised and ensure holistic and coherent support at a time of significant change within UK higher education.

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 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.

EAP-delivered module:

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.

Purpose of the post:

This post will be one of two 0.5 FTE non-academic tutor posts providing innovative and dynamic English for Academic Purposes (EAP) teaching and support for the newly developed Graduate Diploma Art & Design programme. The two post-holders will lead the 20 credit Learning unit running through the thirty-week programme.

Main Duties and responsibilities:

- Together with second post-holder, develop and deliver the 20 credit learning module
- Deliver relevant and engaging language support to native and non-native students through whole-group teaching, small group sessions and one-to-one tutorials



Royal College of Art

Postgraduate Art & Design

- Plan and develop creative and engaging lessons and assessment tasks
- Mark assessed work and provide effective feedback in liaison with second post-holder and EAP Co-ordinator
- Work with a range of specific academic disciplines and texts/tasks including those addressing challenging philosophical, aesthetic and critical issues
- Develop suitable materials for a range of language abilities and communicative tasks
- Communicate effectively and enthusiastically with all members of the teaching team and wider members of the College community to ensure effective delivery of the programme
- Undertake programme and EAP administrative and organisational work to a high standard to ensure effective delivery of the programme
- Contribute to the programme VLE, online learning and support for students to benefit from this
- Joining with the wider EAP team to contribute to professional development, shared approaches and occasional contribution to the broader support service where appropriate
- Liaise with the wider Student Support team to help ensure coherent support and that the needs of the Graduate Diploma students are met
- Keep up to date with developments in EAP teaching, learning and assessment through reading, participation in continuous professional development and collaboration with colleagues through professional networks

Person Specification

Essential:

- Hold an MA in a suitably related field
- Hold a postgraduate teaching qualification
- Experience of teaching postgraduate students
- Demonstrate a strong interest in an Art and Design context
- Experience of teaching EAP-related provision to both native and non-native students
- Experience of embedding EAP and learning skills in a programme
- Demonstrate an ability to work independently and flexibly
- Confidence in combining face-to-face and online learning opportunities and using VLEs to support learning
- Experience in creating innovative and stimulating materials based around material provided from discipline tutors
- Demonstrate understanding of activities and learning outcomes for postgraduate students in Art and Design disciplines¹

¹ Following criteria adapted from: BALEAP Competency Framework for Teachers of English for Academic Purposes, BALEAP 2008, <https://www.baleap.org//media/uploads/pdfs/teap-competency-framework.pdf>



Royal College of Art

Postgraduate Art & Design

Desirable:

- An awareness of discourse features of Art and Design contexts and ability to investigate the discourse through relevant and challenging activities
- Ability to respond flexibly to students' learning needs and exploit unplanned learning opportunities effectively
- Experience of employing strategies that foster a degree of learner autonomy and critical thinking, both in classroom interactions, alone or in group work activities
- Demonstrate a high level of systemic language knowledge

Additional information:

- Salary working two and a half days per week: £20,145 – £21,898 per annum inclusive of London Allowance.
- Normal hours will total 17.5 per week over two and a half days, 9.30am to 5.30pm with an hour each day for lunch
- 12.5 days annual leave plus extended breaks at Christmas and Easter
- The appointment is permanent subject to a six-month probationary period.



Royal College of Art

Postgraduate Art & Design

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

5 weeks' (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 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



Royal College of Art

Postgraduate Art & Design

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.

Childcare Vouchers

The Royal College of Art enables staff to purchase childcare vouchers, through its partner Edenred, as a salary sacrifice scheme.

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.