



Royal College of Art

Postgraduate Art & Design

JOB DESCRIPTION

Post: Senior Tutor (Research), Graduate Diploma, 0.8FTE

Programme: Graduate Diploma Art & Design

Grade: 10

Responsible to: Head of Programme

Background

The Royal College of Art is the UK's only entirely postgraduate institution of art and design, dedicated to teaching, research and knowledge exchange with industry. The RCA has been ranked the number one university-level institution for art & design, internationally, for the eighth consecutive year according to the QS World University Rankings by Subject, 2021.

The College currently has some 2,700 students registered for Graduate Diploma, MA, MRes, MPhil and PhD degrees, and this is set to rise to 3,000 in coming years. The majority of postgraduate teaching and research supervision is delivered by the RCA's four Schools: Architecture, Arts & Humanities; Communication; Design, with each School led by a Dean of international standing and a recognised leader in their field.

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 Burberry Materials Futures Research Group); the Intelligent Mobility Design Centre, the HELIX Centre, and future centres in Computer Science and in Drawing. The RCA is also home to one of the UK's most successful university incubators, InnovationRCA.

Our People

The RCA's Royal Visitor (Patron) is HRH Prince of Wales; its Chancellor is Sir Jony Ive, and the Pro-Chancellor and Chair of Council is Sir Peter Bazalgette. The RCA's Vice-Chancellor - the CEO of the institution - is Dr Paul Thompson. The RCA has more than 450 permanent staff, including internationally renowned artists, designers, architects, theorists and curators. These staff, together with an innovative pedagogy, world-class technical facilities and research centres, all contribute to an exceptional environment and a remarkable record of graduate employment. Generations of eminent graduates have created far-reaching impact and influence, such as Barbara Hepworth, Bridget Riley, David Hockney, Sir Ridley Scott, Sir James Dyson OM, Asif Kapadia, Thomas Heatherwick, Chris Ofili, Tracey Emin, Jake & Dinos Chapman, Christopher Bailey, Idris Khan, Chantal Joffe, Sir David Adjaye, Erdem, Monster Chetwynd, Oscar Murillo and Lina Lapelyte.

Strategic Plan 2022–2027

The RCA is currently crafting a new strategic plan, involving all staff in a process that was concluded in March 2022, with the publication of a new Strategic Vision and Plan for the next five years and the appointment of our new Chair of Council, Sir Peter Bazalgette.

This plan will embrace the roll out of a new model of delivery for our taught postgraduate programmes; it will underscore our commitment to being the world's most research-intensive art & design university; and it will commit to a number of Equity and Diversity goals which will lead towards the RCA becoming an anti-racist institution.

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 on and support the delivery of Graduate Diploma reporting to the Head of programmes, 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 help lead admissions and exam boards as well as to undertake the day-to-day lead, for agreed 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 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 (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.
- Attend 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 artwork, 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

- First degree in a relevant specialism
- A doctorate in relevant field
- A postgraduate certificate (PGCert) in higher education and/or accredited fellow of the Higher Education Academy, or willingness to undertake appropriate training to achieve such within two years of appointment
- If supervising research students, have completed research supervision training or willingness to undertake and complete appropriate training within two years of appointment
- Commitment to high quality teaching and fostering a positive learning environment for students.
- Commitment to continuous professional development.
- Commitment to equality of opportunity and the ability to work harmoniously with colleagues and students of all cultures and backgrounds
- Evidence of the ability to supervise academic work at masters and doctoral level
- Proven record of producing research outputs of at least 3* REF quality
- A recognised international profile in relevant specialist field
- Significant contribution as an effective teacher of postgraduate students and, through teaching, significant contribution to the advancement of the subject
- Experience of devising and teaching courses, and setting and assessing written work at postgraduate degree level
- Evidence of the ability to act as principal investigator or co-investigator

Desirable criteria

- A successful track record of securing competitive research grant income and/or industrial sponsorship and funding.
- Experience of one or more of the following: fundraising/sponsorship/successful grant applications.

Additional information

- Salary working 5 days per week: £55,932 - £62,602 per annum inclusive of London Allowance, pro rata for part time staff
- Normal hours will total 28 per week over 4 days, 9.30am to 5.30pm with an hour each day for lunch
- 30 days annual leave plus extended breaks at Christmas and Easter, at the discretion of the college, pro rata for part time staff
- A contributory defined benefit pension scheme and interest free season ticket loan are available
- 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.

May 2022

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 19% 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.

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.