Royal College of Art
Postgraduate Art & Design

ROLE PROFILE

Post: Senior tutor (research)

School: X

Programme: X

Grade: 10

Responsible to: Head of programme

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
- 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 students, through speaking engagements, attendance at promotional events, or other relevant activities
- 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

March 2016