



# Royal College of Art

Postgraduate Art & Design

## ROLE PROFILE

**Post:** Senior tutor (teaching)

**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



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- Follow pedagogical and scholarly research interests in line with the strategic direction of the College or relevant school, in discussion with head of programme or dean
- Contribute to securing research funding in line with the targets for the school
- Develop and submit funding bids, as agreed each year with head of programme or dean

## **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
- Take an active role at college level in supporting strategic development in teaching, learning and assessment issues including chairing working parties as required

## **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