



# Royal College of Art

Postgraduate Art & Design

## ROLE PROFILE

**Post:** Tutor (teaching)

**School:** X

**Programme:** X

**Grade:** 9

**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 teaching, delivering high quality teaching content that meets the needs of individual students
- Actively engage in broader educational issues, such as external examining and attending conferences
- Contribute to curriculum design and supporting material to help ensure high quality academic content and innovation in learning and teaching, and assessment

## 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
- 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

### **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

### **Knowledge transfer & executive education**

- Contribute towards proposals for funding and manage any individual grants awarded to ensure delivery of objectives
- Seek to develop links with industry in area of specialism to promote the College and its students

March 2016