



Royal College of Art

Postgraduate Art & Design

ROLE PROFILE

Post: Tutor (research)

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
- 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



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- Ensure that research makes a significant contribution to the overall standing of the school
- Conduct and lead individual 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

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