

**Head of Department
Painting & Printmaking (1.0FTE)
School of Fine Art**

The Role

Job Title Head of Department

Location School of Fine Art

Reports to Deputy Head, School of Fine Art

Purpose The Head of Department is a key role in the management and delivery of the BA (Hons) Fine Art programme and future developments within the subject area. Responsibilities include:

To develop and maintain a distinctive ethos of learning and teaching, an innovative approach to contemporary fine art practice and its challenges expressed through the disciplines of painting and printmaking.

Co-ordination of teaching faculty and Visiting Staff, production of annual curricula and timetables, management of review and assessment processes and authoring of Programme Monitoring Annual Review documents (PMAR).

To ensure the assessment and administration of student progression, and oversight of graduation (exit) as required.

To be responsible for all administrative aspects of programme operation including delivery and management of the programme; academic and personal support of its students, and for the co-ordination, management and development of the staff team.

To support Lecturing staff in their development of teaching and learning materials and to contribute to programme innovation and development

To monitor and support direct reports through career review and development

To ensure compliance with all GSA specified student monitoring requirements and oversight of recruitment processes.

Key liaisons:

- Head of School of Fine Art
- Deputy Head, School of Fine Art
- Fine Art School Management Team (SMT)
- External Examiner
- External Stakeholders

Key Accountabilities:**Academic / Educational**

- Co-ordinate the academic team devising and delivering curricular content within the programme in discussion with the Deputy Head, School of Fine Art;
- Oversee curriculum planning, timetabling, staffing and monitoring of programme delivery;
- Support student learning and staff delivery in the disciplinary field of painting and printmaking;
- Lead academic provision of pastoral responsibilities in respect of students;
- Manage marketing, publicity and recruitment strategies in collaboration with GSA Communications & Marketing (including website, marketing publications, etc.);
- Encourage the development of innovative approaches to programme delivery and ensure appropriate levels of attainment are achieved;
- Lead the evolution of a distinctive and innovative field of study in Painting & Printmaking;
- Develop, maintain and update the programme documentation as required, and support the Deputy Head, School of Fine Art who provides oversight of validation arrangements.

Operational

- Co-ordinate the Programme(s) recruitment processes, and ensure admissions targets are achieved across all relevant categories;
- Work with the GSA's Head of Marketing, Communication & Strategy to devise and implement a marketing strategy for the programme;
- Contribute to and co-ordinate educational visits, field work, activities and exhibitions as directed by the Deputy Head, School of Fine Art;
- Ensure all programme materials – prospectus/handbooks/website, etc. – is updated in liaison with Registry, Academic Quality Office and Marketing;
- Oversee induction process for new and returning students is provided in an appropriate fashion;
- Oversee induction process for new staff appointments (in conjunction with HR);
- Represent the programme within School of Fine Art Management Team and the GSA's administrative structures;
- Undertake the necessary negotiations internally and externally in order to develop the programme;
- Undertake Health & Safety duties and observe procedures within own area of responsibility in relation to all Staff, Students and Visitors;
- Encouraging the development of innovative approaches to programme delivery and ensure that teaching delivery achieves the required educational standards.

Admissions

- Aligning the programme marketing and publicity strategy with recruitment processes and admissions;
- Overseeing coordination of admissions process in liaison with Registry;
- Ensuring that the programmes achieve student target numbers in all categories.

Liaison and Networking

- As required, act as an external examiner;
- Develop links with external contacts (other institutions), and professional bodies to foster collaboration;
- Lead and develop internal and external networks.

Strategic

- Lead the enhancement of the student experience;
- Co-ordinate development of student learning and curricular development in line with external research, professional developments and quality assurance/enhancement frameworks as directed by the Deputy Head of School;
- Develop cross-GSA activity/projects and collaborations;
- Cultivate international partnerships – academic and professional;
- Work proactively with colleagues to enhance teaching, learning and assessment across
- Painting & Printmaking and related fine art disciplines.

Key Challenges

- Support and extend academic excellence in the disciplinary field of painting and printmaking and related educational fields by working with academic colleagues and support staff on developments and enhancements to the curriculum;
- Maintain a reflective and critical view of the disciplinary field and link this to contemporary fine art practices through gathering knowledge of developments in learning & teaching and research;
- Link studio practices to curriculum development and pedagogical innovations;
- Contribute to achieving institutional excellence recognised through an engagement with sector wide enhancement initiatives and their institutional impact (ELIR/Periodic Review etc.)

Person Specification

Experience and knowledge

- Educated to Postgraduate degree level or beyond in fine art or fine art-related discipline (appropriate Industrial/Professional experience will also be considered);
- Significant teaching experience in a Higher Education Institute, preferably in an Art/Design School environment (significant experience in an industrial context will also be considered);
- Capacity to lead discussions in teaching and learning approaches appropriate to degree level, or beyond;
- Experience of current debates, trends and issues relating to the expanding field of Painting & Printmaking, especially the centrality of practice as a mode of enquiry which explores contemporary social, political or economic issues;
- Willingness to lead in curriculum design and development, and to deliver quality enhancement/ assurance in collaboration with the appropriate teaching staff;
- Significant experience of academic timetabling, curriculum implementation and pedagogy;
- Knowledge of the quality assurance and enhancement priorities faced by Higher Education;
- Evidence of management/co-ordination activities within Higher Education at a senior level.

Skills

- Excellent communication skills, attention to detail, extensive knowledge of curriculum design and implementation, a demonstrable aptitude for team-working and collaboration;
- High level of creative interpersonal skills for teaching in a Studio environment;
- An understanding of current debates and trends in teaching/professional practice;
- Strong communication skills, verbal, visual and artefactual;
- Passion for learning and creativity, strong personal commitment to teaching;
- Awareness of, and sensitivity to, cultural diversity;
- Commitment to equal opportunities and widening participation.

Management

- Co-ordination and management of programme budgets;
- Convene regular staff meetings and circulate updates to programme staff and Deputy Head of School;
- Ensure effective co-ordination of teaching staff, support resources, technical and material resources;
- Undertaking career reviews of direct reports;
- Ensure organisation and operation of Painting & Printmaking in accordance with Code of Assessment and Degree Regulations;
- Ensure that collaborative projects and programmes with partner Institutions/organisations are aligned with GSA and UoG's Code of Assessment and degree regulations;
- Actively support the Student Voice;
- Convene regular Class Representative meetings and circulate updates to students on programme.

Terms and Conditions

Contract	Permanent
Probationary Period	It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is one year.
Staff Development:	A minimum of five days are guaranteed under HE2000 terms and conditions. However, the School is committed to encouraging staff development for all its employees, which is to the benefit of the individual as well as the Institution as a whole.
Activity Plan:	Duties and pattern of working will be set out in an Activity Plan. The plan will include: jointly agreed objectives including milestones and outcomes and an appropriate balance of teaching, research, consultancy, scholarly activity, personal development and other possible activities within the duties of an academic.
Salary:	Grade 8, £51,034 - £59,135 per annum
Hours:	35 hours per week Although the post requires that you may be expected to devote such time to the affairs of the School as is reasonably necessary to ensure the satisfactory smooth running of the School.
Holidays:	35 days plus 11 public and statutory holidays per annum
Pension:	Option to join the Scottish Teachers' Superannuation Scheme
Notice Period:	Three months