

July 2021

Thank you for your interest in the post of **Subject Leader in Books & Library Materials**. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter by e-mail to:

Sue Slade
Human Resources Business Partner
The Edward James Foundation
West Dean
Chichester
West Sussex PO18 0QZ

Email: HRMailbox@westdean.ac.uk

Tel: 01243 818276

Closing date for applications: 12th August 2021

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

Candidates for this role will ideally need to be able to demonstrate a current Right to Work in the UK.

Applications for this role will also be considered on a part-time job share basis. Please state within your application your preferred Fte/hours per week.

Inclusivity & Diversity Statement

West Dean College of Arts & Conservation values the diversity of its staff and students. We aspire to be a fully inclusive and representative employer and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, faith or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We strongly encourage applications from suitably qualified candidates from a wide range of backgrounds to apply and join our teams at West Dean College of Arts & Conservation.

JOB DESCRIPTION

JOB TITLE	Subject Leader in Books & Library Materials
DEPARTMENT	School of Conservation
LOCATION	West Dean College
RESPONSIBLE TO	Team Leader for Conservation Studies
RESPONSIBLE FOR:	Subject Tutors

MAIN PURPOSE OF THE JOB

Responsibility for the day-to-day organisation and delivery of subject specialist curricula for the Graduate Diploma and MA Conservation Studies programmes in the Books & Library Materials pathway and the general supervision and care of the dedicated studios and equipment. Responsibility for the co-ordination and management of elements of cross-School curricula as agreed with the Team Leader.

PRIMARY RESPONSIBILITIES

Programme Organisation, Management and Enhancement

1. Take responsibility for the academic leadership and development of the books and library materials pathway through active engagement with practice, scholarship and research and the maintenance of academic and professional contacts and networks in relevant fields.
2. Develop, manage and plan all aspects of the specialist subject curricula including day to day running of the workshop and, in liaison with the Historic Objects Officer, the identification of appropriate objects/projects for books and library materials conservation students.
3. To lead in the teaching of the specialist subject at all levels ensuring that curricula have currency and are aligned to programme outcomes.
4. Under the direction of the Team Leader for the Conservation Studies Programmes, plan and manage all aspects of either a programme of study, or areas of shared unit curricula; co-ordinate with other staff across departments, ensure appropriate efficiencies and delivery of shared curriculum.

5. Ensure that all curricula meet the requirements of the validating body and other external benchmarks and regulatory frameworks and are delivered in accordance with the timetable and College regulations.
6. Participate in the appointment and induction of teaching staff including subject tutors/visiting lecturers and take line management responsibility for them as required.
7. Take responsibility for the enhancement of programmes/pathways; prepare annual and periodic reflective reports, responding to the feedback of students, External Examiners and other stakeholders.

Teaching

8. Make a significant contribution to the teaching of the specialist subject and to the cross-School curricula as required.
9. Undertake continuous professional development, scholarly activity and research in order to maintain currency of subject knowledge and teaching.
10. Maintain contacts and build networks with academic and professional experts in relevant fields.

Recruitment

11. Work with the Head of School, Director of Education and Head of Student Recruitment and External Engagement, Registry and Subject Leaders to agree appropriate activities to promote the programme of study in order to increase and sustain student numbers and maintain effective relationships with relevant feeder colleges.
12. Participate in the recruitment of students in liaison with the Registry, Head of Student Recruitment and External Engagement and Subject Leaders.

Student Support and Information

13. Ensure that students are informed of the timetable. At the beginning of each term/semester ensure that students know and understand what is expected of them within the individual units of study in relation to the programme as a whole and in relation to their content, method of delivery, deadlines and method of assessment.
14. Co-ordinate, develop and oversee the subject and programme intranet/VLE content, ensuring learning materials and timetabling information are available and up to date.
15. Organise and provide academic tutorial support to students.
16. Liaise with the Library, Study Skills, Registry staff and Subject Leaders to ensure that students receive an appropriate level of academic support and ensure that appropriate action is taken where students' progress is unsatisfactory.

17. Liaise with the Registry staff concerning all matters relating to academic administration, record keeping and quality assurance.
18. Liaise with Technical Resources staff concerning provision and maintenance of specialist workshop equipment as well as Learning Technology.

Assessment

19. Co-ordinate and oversee effective assessment procedures and provision of student feedback in accordance with the College Assessment Policy.
20. Submit grades to the Registry in a timely manner and report to Unit and Final Assessment Boards as required.
21. Liaise with External Examiners, ensuring samples of work are available in a timely manner, facilitating visits and responding to feedback and reports.
22. In liaison with Registry and Student Services, ensure that students within the specialist pathway/taught cross school curricula receive an appropriate level of pastoral care and support.

Budget & Finance

23. Liaise with the Head of School and Head of Technical Resources in the preparation of annual budgets for teaching, materials and capital equipment.
24. Monitor monthly expenditure for the pathway and ensure that any budgets are adhered to within the agreed limit.

General

25. Attend and contribute to Committee, College and Foundation meetings as required.
26. Represent West Dean College at selected external events and conferences in agreement with the Head of School.
27. Ensure that relevant Health & Safety legislation is adhered to.
28. Undertake other reasonable and College-related duties as may be required from time to time.

This job description is subject to regular review in consultation with the post holder.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<ul style="list-style-type: none"> • A Master’s Degree or equivalent Level 7 qualification. • Icon Accreditation 	<ul style="list-style-type: none"> • A Master’s Degree or equivalent Level 7 qualification in books and library materials conservation • A PG Cert HE or Fellowship of HEA.
Experience	<ul style="list-style-type: none"> • Extensive, demonstrable experience in the professional practice of books and library materials conservation. • Significant experience of teaching/training and assessment. • Extensive experience of demonstrating specialist techniques. • Extensive demonstrable experience of working within a team and managing a team. 	<ul style="list-style-type: none"> • A track record of successful educational programme management. • Significant experience of teaching, delivery and assessment within Higher Education. • Online delivery of teaching materials • Experience in quality assurance and enhancement in Higher Education.
Skills & Knowledge	<ul style="list-style-type: none"> • Able to demonstrate an in-depth understanding of contemporary conservation theory and practice relevant to discipline. • Knowledge of best practice in conservation workshops/studios and conformation with Health and Safety requirements. • Strong administrative and organisational skills. • Competent in the use of IT including MS Office software 	<ul style="list-style-type: none"> • An understanding of different approaches to pedagogy • An understanding of Virtual Learning Environments. • Evidence of administration and organisational skills within Higher Education.



Personal Characteristics	<ul style="list-style-type: none">• Able to demonstrate a professional approach to conservation practice and high standards of professional conduct.• Able to build and maintain positive and empathetic working relationships with students and colleagues.• Professional and approachable manner with the ability to negotiate at all levels.• A collegial approach to teamwork.• A confident communicator, with the ability to build and sustain effective communication internally and externally.• Able to work independently, with minimum supervision.• Able to work under pressure to tight deadlines.	
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SUBJECT LEADER BOOKS & LIBRARY MATERIALS

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Contract:	Permanent.
Duties:	As attached job description.
Salary:	£38,950 per annum. Payable monthly in arrears by BACS.
Hours:	1.0 FTE, 35 hours per week (full time is 35 hours per week). Monday to Friday. Applications for a Job Share will also be considered.
Holidays:	38 days per holiday year (1 October to 30 September) inclusive of Bank Holidays.
Sickness:	10 days in any consecutive twelve-month period, or longer period at the Foundation's discretion, after six months' continuous service.
Benefits:	Contributory pension scheme, Employee Assistance Programme, free and discounted places on short courses at West Dean College, free on-site parking.