

## **Subject Tutor, Books and Library Materials, Conservation Studies**

Thank you for your interest in the Subject Tutor, Books and Library Materials vacancy. 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](mailto:HRMailbox@westdean.ac.uk)

Tel: 01243 818276

### **Closing date for applications: 21 November 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 need to be able to demonstrate a current Right to Work in the UK.

### **Diversity & Inclusivity 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 Tutor, Books and Library Materials Conservation Studies
DEPARTMENT	School of Conservation
LOCATION	West Dean College
RESPONSIBLE TO	Head of School of Conservation

### MAIN PURPOSE OF THE JOB

Under the supervision of the Subject Leader for Books and Library Materials share in the day-to-day organisation and delivery of the subject specialist curricula for the Graduate Diploma and MA Conservation Studies programmes and the care of the books studios and equipment.

### GENERAL DUTIES & RESPONSIBILITIES

- Participate under the direction of the Subject Leader for Books in the development of the structure and content of the Conservation Studies programmes for validation and review.
- Participate under the direction of the Subject Leader in quality assurance processes including annual monitoring and committee work.
- Ensure that programmes are delivered in accordance with the regulations and requirements of the College and validating body.
- Participate in the induction of visiting lecturers and take responsibility for the supervision of their work as required by the Subject Leader.
- Liaise with the Head of Technical Resources in respect of equipment and Health & Safety issues.
- Organise and participate in external study trips where required in consultation with the Subject Leader.

### Teaching and Assessment

- Plan and manage elements of the subject specialist Graduate Diploma and MA Conservation Studies units in the Books pathway and participate in their delivery under the direction of the Subject Leader.
- Participate in assessment procedures and provision of student feedback in accordance with the College Assessment Policy.
- Undertake continuous professional development, scholarly activity and research in order to maintain currency of subject knowledge and teaching.

- Maintain contacts with academic and professional experts in relevant fields.

### **Recruitment**

- Assist in the recruitment of students through involvement in marketing activities including Open Days and taking part in the interviewing process when required.

### **Student Support and Information**

- At the beginning of each term/semester ensure that students know and understand what is expected of them within the individual units of study and in relation to their content, method of delivery, deadlines and method of assessment.
- Co-ordinate and update the programme intranet/VLE ensuring learning materials and timetabling information are available and up to date, as required by the Subject Leader.
- Organise and provide academic tutorial support to students.
- Liaise with the Academic & Student Services staff to ensure that students receive an appropriate level of pastoral care and support and ensure that appropriate action is taken where students' progress is unsatisfactory.
- Liaise with library staff to ensure acquisition of relevant reference books and trade publications related to the subject area.

### **General**

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

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.

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

**PERSON SPECIFICATION**

<b>ATTRIBUTES</b>	<b>ESSENTIAL CRITERIA</b>	<b>DESIRABLE CRITERIA</b>
<b>Education and Qualifications</b>	A MA, MSc or equivalent qualification	A PG Cert HE or Fellowship of HEA.  Icon Professional accreditation.
<b>Experience</b>	Demonstrable experience in the professional practice of books and library materials conservation  Experience of demonstrating specialist techniques.	Experience of teaching and delivery, assessment and administration within Higher Education.  Experience in quality assurance and enhancement in Higher Education.
<b>Skills &amp; Knowledge</b>	Able to demonstrate a good understanding of contemporary 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	Experience of Virtual Learning Environments.
<b>Personal Characteristics</b>	Able to demonstrate a professional approach to practice and high standards of professional conduct.  An ability to work under pressure to tight deadlines.  Able to build and maintain positive working relationships with students and colleagues.  A collegial approach to teamwork.  An ability to work independently, with minimum supervision.	



	<p>A confident communicator, with the ability to build and sustain a variety of professional relationships internally and externally.</p> <p>Professional and approachable manner with the ability to negotiate at all levels.</p>	
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**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

Contract:	Permanent Contract
Duties:	As attached job description
Salary:	£35,875 per annum (£14,350 pro rata)
Hours:	14 hours per week (0.4FTE) (Note: applications for a lower FTE to build into a job share are considered. Please state hours in application)
Place of Work:	West Dean College
Holidays:	38 days per holiday year (15.2 days 0.4 FTE) (1 October to 30 September) inclusive of Bank Holidays
Sickness:	10 days in any consecutive twelve month period (4 days pro rata), after six months' continuous service or other period, at West Dean's discretion
Benefits:	Contributory pension scheme, Employee Assistance Programme, free and discounted places on short courses at West Dean College, free on-site parking