



**June 2023**

**Advert & Job Pack for the role of Subject Leader in FDA and BA Books & Bindings**

**£25,200 pro rata (£42,000 per annum)**

**21 hours per week, 0.6 FTE**

**Informal enquiries and discussions are always welcomed by [tim.bolton@westdean.ac.uk](mailto:tim.bolton@westdean.ac.uk) - Head of School of Arts.**

### **The College**

West Dean College of Arts and Conservation is an internationally recognised College, part of the Edward James Foundation, a charitable educational trust located on the 6,400-acre West Dean Estate in beautiful West Sussex countryside near Chichester. As well as being a respected educational institution specialising in practice-based arts and conservation, the historic house and collections, the stunning grounds and gardens are open to the public, and the year-round events and exhibitions make West Dean a truly unique place to work and study.

### **The Role**

We are seeking to recruit a part-time Subject Leader in Books and Bindings, to lead our new Bookbinding courses in the School of Arts at West Dean College of Arts & Conservation.

The Subject Leader, under the supervision of the Head of School and in collaboration with the other FdA Craft Practices Subject Leaders, will lead the day-to-day organisation and delivery of the curricula for the FdA and BA Hons Books and Bindings programmes.

Key areas of responsibility will include:

- Planning and managing the FdA and BA hons units in the Books and Bindings programme and participating in their delivery and assessment under the direction of the Head of School.
- Ensuring that programmes are delivered in accordance with the regulations and requirements of the College and validating body.
- Leading on the recruitment of students through involvement in marketing activities including Open Days and taking part in the interviewing process when required.

### **The Person**

To be successful in this role you will need to have demonstrable previous experience in the professional practice of bookbinding, including designing, making and experience across a



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broad range of materials approaches and applications including demonstrating specialist techniques.

Candidates must possess a good understanding of contemporary theory and practice relevant to their field and must be able to demonstrate a professional approach to practice and high standards of professional conduct. Experience of delivering teaching or demonstrations, assessment and administration within an educational environment is desirable.

This role requires good communication skills, with the ability to collaborate, inspire and build relationships both with colleagues and students.

Applicants for the post are invited to send a full CV and covering letter demonstrating how their experience and skills meet the requirements within the Person Specification of the Job Description.



**June 2023**

**Subject Leader FdA and BA Hons Books and Bindings**

Thank you for your interest in the Subject Leader FdA and BA Hons Books and Bindings 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:

Email: [recruitment@westdean.ac.uk](mailto:recruitment@westdean.ac.uk)

**Closing date for applications: 12 July 2023**

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.

**GDPR Policy Statement**

Our GDPR compliant privacy notice for applicants can be viewed by clicking [here](#). By applying for this job, you confirm you have had the opportunity to read our privacy policy and therefore, agree to the terms and conditions contained therein. By applying for this job and sending us your personal data, including your CV, you give us your consent to contact you about this job or any other jobs we feel are suitable. You are able to opt out of us having your data at any time, by contacting the People Team on [people@westdean.ac.uk](mailto:people@westdean.ac.uk) with your request.



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Subject Leader FdA and BA Hons Books and Bindings
<b>DEPARTMENT:</b>	School of Arts
<b>LOCATION:</b>	West Dean College
<b>RESPONSIBLE TO:</b>	Head of School of Arts

## **MAIN PURPOSE OF THE JOB**

Under the supervision of the Head of School of Arts and in collaboration with the other FdA and BA Subject Leaders, lead the day-to-day organisation and delivery of the subject specialist curricula for the FdA and BA Hons Craft practices, Books and Bindings.

## **Teaching and Assessment**

- As directed by the Head of the School of Arts and in collaboration with the other FdA and BA Subject Leaders, plan and manage the FdA and BA Books and Bindings courses including responsibilities such as cross-curriculum unit leadership, coordination of visiting lecturers and participation in the day to day delivery of the programme
- Ensure that programmes are delivered in accordance with the regulations and requirements of the College and validating body.
- Lead and 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.

## **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.



- Lead the coordination and updating of the programme intranet/VLE ensuring learning materials and timetabling information are available and up to date.
- 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 the acquisition of relevant reference books and trade publications related to the subject area.

### **Recruitment**

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

### **General**

- Participate under the direction of the Head of School of Arts in quality assurance processes including annual monitoring and committee work.
- Participate in the induction of visiting lecturers and take responsibility for the supervision of their work as required by the Head of the School of Arts.
- Liaise with the Head of Technical Resources in respect of equipment and the Health & Safety Manager in respect of Health & Safety issues.
- Ensure that relevant Health & Safety legislation is adhered to.
- Organise and participate in external study trips where required in consultation with the Head of School of Arts and in collaboration with the other FdA and BA Subject Leaders.
- 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
- Undertake all other reasonable and College-related duties as may be required from time to time.



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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**

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>Education and Qualifications</b>	<ul style="list-style-type: none"><li>• A BA or equivalent Level 6 qualification or equivalent experience</li></ul>	<ul style="list-style-type: none"><li>• An MA or equivalent Level 7 qualification</li><li>• A PG Cert HE or Fellowship of HEA.</li><li>• PhD.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Demonstrable experience in professional practice</li><li>• Experience of teaching at undergraduate and postgraduate levels and of demonstrating specialist skills methodologies, techniques and processes</li></ul>	<ul style="list-style-type: none"><li>• Experience of teaching and delivery, assessment and administration within Higher Education.</li><li>• Experience in quality assurance and enhancement in Higher Education.</li></ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• Able to demonstrate a good understanding of practical and creative book bindings, including history and theory relevant to the discipline.</li><li>• Knowledge of best practice in workshops/studios and conformation with Health and Safety requirements.</li><li>• Strong administrative and organisational skills.</li><li>• Competent in the use of IT including MS Office software</li></ul>	<ul style="list-style-type: none"><li>• Experience of Virtual Learning Environments and blended/hybrid delivery</li></ul>



<b>Personal Characteristics</b>	<ul style="list-style-type: none"><li>• Able to demonstrate a professional approach to practice and high standards of professional conduct.</li><li>• An ability to work under pressure to tight deadlines.</li><li>• Able to build and maintain positive working relationships with students and colleagues.</li><li>• A collegial approach to teamwork.</li><li>• An ability to work independently, with minimum supervision.</li><li>• A confident communicator, with the ability to build and sustain a variety of professional relationships internally and externally.</li><li>• Professional and approachable manner with the ability to negotiate at all levels.</li></ul>	
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**SUBJECT LEADER: FDA & BA CRAFT PRACTICES BOOKS AND BINDINGS**  
**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

Contract:	Permanent
Duties:	As attached job description
Salary:	£25,200 per annum (£42,000 FTE)
Hours:	21 hours per week (0.6 FTE)
Place of Work:	West Dean College
Holidays:	23 days per holiday year (38 FTE) (1 October to 30 September) inclusive of Bank Holiday entitlement
Sickness:	6 days in any consecutive twelve-month period (10 days FTE), after six months' continuous service
Benefits:	Contributory pension scheme, Life Insurance cover, Employee Assistance Programme, free and discounted places on short courses at West Dean College, free car parking on West Dean campus
Subsistence:	Subsidised overnight accommodation and a contribution towards subsistence may be available if not living within commuting distance