

Art Academy

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE:	Quality Coordinator
ACCOUNTABLE TO:	Director of Quality & Student Experience/ Director of Programmes
RESPONSIBILITY FOR:	No direct line management, but will supervise the Academic Systems & Support Administrator as required by the Admissions & Student Services Manager.
JOB TYPE:	Full time 37.5 hrs/week
HOURS:	Monday - Friday
CONTRACT TYPE:	Permanent
LOCATION:	Bankside Campus, 185 Park Street, 9BL
SALARY:	£30,000 per annum

MAIN PURPOSE OF ROLE

The Quality Coordinator will work closely with the Director of Quality & Student Experience (DQSE), the Director of Programmes (DoP) and the Academic Team, under the direction of the Academic Quality, Standards & Student Experience Committee (AQSSEC), to facilitate the delivery of pre-degree and degree programmes at the Art Academy. They will oversee the student record system, administer timetables, schedules, programme and course related documents and assist the Director of Quality & Student Experience in maintaining Quality Assurance and Enhancement (QAE) standards, validation and meeting regulatory requirements.

ABOUT US

The Art Academy is a young and innovative art school, offering courses that are designed and delivered by expert practising artists. The organisation is at one of the most significant junctures in its development having recently moved into its new, state of the art, campus on Bankside, just behind Tate Modern. The move to the new premises means that the Academy now has facilities to match the quality of its offer to its Academic students and it anticipates that student numbers will grow in the coming years. The Quality Coordinator will play a key role in maintaining and further improving these standards as the student body grows.

The Academy is an equal opportunities employer and recognises that a diverse workforce can enhance creativity and innovation in the workplace. As such, we welcome applications from a diverse range of backgrounds.

WHAT WE OFFER

- An exciting role in a young and dynamic organisation with opportunity to make a real impact by growing the role
- Competitive salary, pension and 20 days annual leave plus bank holidays and Christmas
- Comprehensive Employee Assistance Programme to promote physical and mental wellbeing
- Free spaces on evening, weekend and short courses, where spaces are available

- Free spaces on Young Artist courses (12 - 17 years) for those with parental responsibilities (reasonable use)
- Opportunity to participate in a cycle to work scheme

PRINCIPAL FUNCTIONS AND RESPONSIBILITIES

Curriculum, Courses and Programmes

- Under the direction of AQSSEC, work with the DoP and relevant Programme and Department Leaders to prepare Elective Skills Workshop Course and module documentation;
- Under the direction of AQSSEC, book tutors and models for Elective Skills Workshop Courses, programme modules, tutorials and other activities;
- Work with the DoP to manage the Art Academy's timetables and other schedules relating to Elective Skills Workshop Courses and Pre- Degree and Degree programmes;
- Work with the Head Technician to ensure the correct and timely provision of materials and equipment to support Elective Skills Workshop Courses, Pre-degree and Degree programmes;
- Work with the DQSE to manage assessment days for the Academy's Degree programmes and assist Pre-Degree Programme Leaders with assessment days, as required;
- Work with Programme and Department Leaders to ensure deadlines are effectively communicated to students and the Academic Systems & Support Administrator (ASSA) to manage submissions through Moodle and other systems;
- Oversee the Artistic tutorial system, working with the ASSA and in consultation with the Director of Programmes;
- Work with the ASSA to monitor self-enrolment to Elective Skills Workshop Courses and tutorial sign-ups on Moodle;
- Under the direction of AQSSEC, work with the DoP, DQSE and ASSM to organise and administer the Art Academy's annual induction week for new and returning students;
- Under the direction of AQSSEC, work with the DoP and relevant Programme Leaders to produce schedules and student-facing documentation relating to the annual graduate exhibitions and to coordinate arrangements for the graduate exhibitions.

Quality Assurance & Enhancement

- Support the DQSE to ensure all programmes meet all necessary quality standards, in line with the requirements of the Academy's validating partner the Open University (OU), OfS and any other regulatory bodies, and updating relevant documentation as necessary;
- Monitor and work with the ASSA to administer the student feedback cycle for Elective Skills workshop Courses, Pre-degree and Degree programmes;
- Work with the DQSE to ensure the preparation of documents and facilitation of meetings in relation to quality and validation inspections and reviews;
- Attend quality and validation inspections and reviews, as required;
- Monitor the completion of all required QA paperwork by the Academic Team, Programme and Department Leaders and tutors;
- Be a member of the AQSSEC;

- Collate data returns and reports, as required by the DQSE;
- Contribute to programme and institutional annual reviews;
- Administer the Student Assessment and Grading system, ensuring module feedback forms are completed, checked, and sent to students within the specified time (as per the Assessment & Feedback policy), and that transcripts and diploma supplements are updated to schedule;
- Administer and act as secretary to Module Assessment Boards;
- Assist the DQSE in the preparation and running of Exam & Progression Boards;
- Assist the DQSE in the preparation of samples for External Examiners (EE) and overseeing EE visits;
- Work with the DQSE to ensure all documents relating to students, course and programme delivery are up to date and available at the right time and located in the correct place in Academy IT systems, including Moodle and the Academy's website;
- Administer procedures, policies, regulations and guidance relating to tutors, academic staff and students, in consultation with the DQSE;
- Undertake administration relating to the Academy's Teaching Observation Strategy and Peer Observation scheme, as required by the DQSE;
- Administer and act as secretary for meetings of the Academic Board;
- Administer and attend meetings of the Academic Programme Managers Committee (APMC), and the Research, Scholarship & Ethics Committee (RSEC).

CMA Compliance

- Work with DQSE to ensure that the correct, relevant and most effective information is available for marketing and that all published materials are compliant with CMA HE legislation (print and digital).

Students

- Work with the Admissions & Student Services Manager (ASSM) to administer student enrolment onto Pre-degree and Degree programmes, including keeping the OU registration system up to date;
- Manage the student record systems, adhering to Data Retention Schedule and Information Protocols (GDPR);
- Act as a contact point for students, alongside the ASSM, ASSA and the DQSE.

Tutors

- Work with the DoP to ensure that new tutors undergo timely induction;
- Work with the DoP and DQSE to monitor and administer tutor CPD.

Teaching & Learning resources

- Oversight of and act as the first point of contact for Turnitin.

Budget

- Administer tutor contracts for services to the Art Academy;

- Administer relevant academic areas of the Art Academy's budget;
- Work with the ASSM and DoP to oversee charges to students, including changes to student fees resulting from changes in enrolment, in liaison with the finance department.

Other Duties

- Participate in Open Days/ Evenings, student visits, and other promotional events as required.
- Assist with the running of the annual graduate exhibitions;
- Work cooperatively with other Academy staff members at all times, as well as undertaking any training and/or CPD required to ensure the effective delivery of all responsibilities outlined in the job description;
- The duties listed may be varied from time to time as dictated by the changing needs of the Academy. The post holder will be expected to undertake other duties as appropriate and as requested by their manager, to ensure the effective management of academic programmes.

PERSON SPECIFICATION

Essential Experience

- GCSE in Maths and English;
- Experience in an HE or FE environment, ideally within a quality or registry office;
- Experience working with data sets;
- Familiarity with data protection/ GDPR and its regulations;
- Familiarity with CMA HE legislation;
- Experience of IT systems including CRM systems and GDrive (Google Sheets/ Excel in particular).

Essential Skills

- You will have an interest and knowledge of Art;
- You will have excellent attention to detail;
- You will be highly organised in the management of your own work;
- You will have excellent communication skills, written and verbal;
- You will be an excellent problem solver, able to resolve issues you encounter in your own work and the work of those you are supervising;
- You will be adaptable and flexible, able to respond positively to the changing demands of a dynamic organisation with a small staff body;
- You will be a good team player, able to work supportively and responsively with other members of staff, tutors, managers and students;
- You will be numerate and have good written English;
- You will be confident, outgoing and approachable, whilst understanding when you need to be sensitive and discreet in dealing with students and tutors.

Desirable

- A degree in Fine Art