



NORWICH UNIVERSITY OF THE ARTS

Course Leader: BA (Hons) Fine Art

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**NORWICH
UNIVERSITY
OF THE ARTS**

Supporting Information

Walk around the campus at Norwich University of the Arts and you will see evidence in abundance of artists, designers, media producers, makers and innovators at work.

We are one of the great British art schools: a specialist arts, architecture, design and media university that draws on more than 175 years of history but with our focus on the future.

We are renowned for our teaching quality. NUA was awarded Gold in the Teaching Excellence Framework and praised for how we encourage our students through “experimentation, creative risk-taking and team-working.”

We were named University of the Year for Student Retention by the Sunday Times 2020 Good University Guide for the support we offer pre-enrolment to post-graduation. In 2021 we were ranked second in the World Brand Society’s league of Design Education Institutions of the Year. We won one award, came second in another, and were third in the University of the Year category at the 2020 WhatUni Student Choice Awards 2020.

We are also proud of our award-winning campus and facilities. Our 21st century teaching spaces and workshops are housed in renovated buildings with a Medieval, Victorian and Edwardian heritage. NUA won the Outstanding Estates Strategy Award at the 2018 Times Higher Leadership and Management Awards.

We celebrate diversity. Whatever your background, wherever you are from, you’ll be welcomed as an innovator and leading practitioner in your field. You will join a community of creatives and makers who are committed to delivering expert academic tuition and who are supported by visiting specialists from the creative industries. You will work in a stimulating and critically-engaged environment.



Student work – Painting by Emilia Symis



Student - Ernest Seah

Ninety-four per cent of our graduates are in work or further study six months after graduation, and NUA won a Guardian University Award for Employability and Entrepreneurship in 2019 for our innovative gamification of careers advice. You will find our graduates in key positions at leading arts organisations, museums, galleries, fashion and textile houses, design and advertising agencies, UX and game development studios, film and media companies across the globe. There are Oscar nominees and BAFTA winners, and rising stars who are honoured across the creative industries: from D&AD Pencil winners, to acclaimed fine artists, photographers, architectural and interior designers as well as fashion designers.

We understand that making career choices requires careful consideration. We hope that as you learn about us you will be inspired by our ethos and plans for the future.

Angela Robson
Acting Vice Chancellor



For further information on the NUA and our Community please view the [Joining our Creative Academic Community](#) document on our website.



Course Leader: BA (Hons) Fine Art

£50,000 per annum

Committed to equality and valuing diversity.

NUA is committed to being an inclusive community that offers equality of opportunity and enables our staff and students to flourish and succeed, regardless of their background or personal circumstances.

Our commitment to equity, diversity and inclusion is embedded in everything that we do. We celebrate the diversity of our backgrounds, cultures and actions, promoting art and design as a catalyst of social change. As such, we are champions for the creative arts; empowering all of our students to be valued and productive members of society, with ambitions to change the world

Our new Strategic Plan highlights our three main commitments as a University to transforming lives for the better through our teaching, research and work with industry; building towards a sustainable future for all; and continuing to enrich and nurture our inclusive community. NUA is committed to being an inclusive community that offers equality of opportunity and enables our staff and students to flourish and succeed, regardless of their background or personal circumstances. Our commitment to equality, diversity and inclusion is embedded in everything that we do. We celebrate the diversity of our backgrounds, cultures and actions, promoting art and design as a catalyst of social change. As such, we are champions for the creative arts; empowering all of our students to be valued and productive members of society, with ambitions to change the world.

To assist us in driving our strategic and creative vision forward, the University is now seeking to appoint an inspirational artist and experienced academic to be the Course Leader for the BA (Hons) Fine Art. We are seeking an experienced academic leader and accomplished manager with the vision, insight, commitment and skills to reimagine, deliver and promote the award. The Course Leader will be a leading advocate for the cultural, social and economic benefit of the arts, who shares the values of the University. Candidates will be able to deliver and develop innovative learning and teaching strategies including digital materials and hybrid learning to promote an inclusive learning environment. You will have the ability to work closely with a variety of internal and external stakeholders, bringing diverse voices into our student experience, ensuring the support we give our students is culturally competent.

BA (Hons) Fine Art is a flagship course of the University and pivotal in representing the best of NUA, with a long-established history extending back to our initial inception in 1845. The course is situated in the Faculty of Arts and Media and draws upon the relationship between these disciplines, covering the broad range of current fine art practice. As Course Leader you will be expected to further enhance this relationship and drive to the fore a contemporary fine art course, one that recognises our traditions but is firmly forward thinking. NUA recognises that institutional excellence comes from fully engaging with diversity in all aspects of institutional activities. Our Course Leader in Fine Art will be student- focussed, committed to delivering a high-quality student experience and delivering on the key themes of the Strategic Plan, providing opportunities for students and graduates from all backgrounds to achieve their best potential. Understanding how art, advocacy and addressing social issues will help promote the benefits of diversity to support the ambitions of the City and Region.

As Course Leader you will possess a comprehensive knowledge of contemporary Fine Art, an international profile and an understanding of the future professional needs of graduates. You will bring a network of diverse and strong professional relationships and be able to apply your knowledge and experience of professional requirements for undergraduate study that are clearly focused on preparing students for a long-term career in the world. You will have the ambition to equip students with the social and cultural capital that will allow them to confidently grasp graduate-level opportunities and challenges.

The successful applicant will demonstrate excellent skills in organisation, management, team building and evidence of enhancing student educational experience and outcomes. Our Course Leaders form part of the Academic Leadership Team and you would be expected to have a collaborative and collegiate style of leadership and must have demonstrated ability to work effectively with students and staff from diverse backgrounds. Experience creating work relevant to underrepresented communities is desirable.

The title of Professor/Associate Professor will be available for suitably qualified successful appointments who meets the criteria.

Closing date: 9.00 am on Monday 26th April

Interviews will be held on: Friday 15th May

BA (Hons) Fine Art

BA (Hons) Fine Art is a flagship course of the University and pivotal in representing the best of NUA, with a long-established history extending back to not just our initial inception in 1845 but even further to the Norwich school of painters. The course is situated in the Faculty of Arts and Media and draws upon the relationship between these disciplines, and encourages 'thinking through making', which explores the breadth of fine art with workshops in painting, print, sculpture, mixed media and video.

Within the NUA campus, Fine Art is located in the purpose built St Georges building which provides dedicated studio space, presentation and seminar rooms, the Munnings Life Drawing studio, model-making workshop, photography studio, printmaking facilities and computer lab. Our Guntons building, also houses additional studios, 3D workshops and a foundry, alongside laser-cutting, 3D printing and large format print facilities. Students have access to the Media Resources Centre (MRC) housing a range of camera and lighting equipment as well as augmented and virtual reality kits. Purpose-built studio spaces provide the perfect environment to realise individual and collaborative creative direction. Students use project spaces and external venues for experimentation, collaboration, display, critique, curation, performance and discussion.

We are justifiably proud of our award-winning campus and facilities. Our 21st century teaching spaces and media labs are set within our historic buildings which have been transformed to provide a beautiful high quality environment. NUA won the Outstanding Estates Strategy Award at the 2018 Times Higher Leadership and Management Awards and was ranked as one of the UK's top five universities for facilities at the WhatUni? Student Choice Awards in 2019.

The University is committed to connecting creativity to professional practice and graduate employment. Our approach to entrepreneurship and employability is award-winning on the national stage, including the 2019 Guardian University Awards. NUA puts professional preparedness at the heart of the curriculum. In fine art creative development will include gaining valuable professional skills related to promoting and selling work, curation, contracts, costing and networking. Students are encouraged to explore collaborative, collective and socially engaged approaches.

At the heart of the curriculum is an introduction to the 12 essential skills of the Fine Art innovative programme. Fine art acts as a conduit for collaboration, recent cross course projects have included working with students from Games Art and Design, Visual Effects and Film and Moving Image courses. Year 3 Fine Art also commissions the Design for Publishing students to produce their graduate catalogue.

The course has close links with regional and national galleries like Tate Modern, Wysing Arts Centre, Firstsite, Sainsbury Centre for Visual Arts and OUTPOST, who contribute to the course through input to crits, workshops and talks; provision of prizes and scholarships; mentoring; studio visits and feedback on the skills and knowledge required for graduate employment.

Generations of graduates who have achieved national and international success and are renowned for their unique voice and vision, leading them to Turner Prize nomination and inclusion in the UK's annual New Contemporaries exhibition.

The successful candidate will lead the existing team of experienced academic staff, sessional tutors and visiting lecturers.

Further information about the BA (Hons) Fine Art course can be found on our website at:

<https://www.nua.ac.uk/study-at-nua/courses/ba-hons-fine-art/>



Student work – Kim Ryan: Mermaid

Job description

Course Leader: BA (Hons) Fine Art Reports to: Dean of Faculty of Arts and Media

Job purpose

To ensure a high-quality student experience by delivering on the key themes of the University Strategic Plan to transform lives for the better through teaching, research and work with industry; building towards a sustainable future for all; and continuing to enrich and nurture an inclusive community.

Provide academic and managerial leadership, co-ordinate course delivery and ensure academic and professional relevance. Work collaboratively with course teams, Deans of Faculty and Managers in the delivery of a high quality student experience.

Lead, teach, promote learning and undertake assessment in the postholder's specialism and other agreed disciplines.

Engage in relevant areas of professional practice, research and scholarly activity (including pedagogy), ensuring that these contribute to the fulfilment of the objectives of the University's Strategic Plan, Learning and Teaching Strategy and the Research and Knowledge Exchange Strategies.

Main responsibilities

Teaching and academic duties

- Lead, teach, promote learning and undertake assessment in specialism and other agreed disciplines across the institution.
- Develop and implement effective learning, teaching and assessment methods.
- Contribute to innovation in learning, teaching and assessment within the subject and more widely across the University
- Develop and promote an Inclusivity curriculum, including a hybrid delivery model that reflects the diversity of learners.
- Act as a personal tutor and provide pastoral guidance for students.
- Undertake curriculum development across the course(s).
- Set, mark, assess and provide feedback on student work.
- Manage the student assessment and progression procedures, providing such information and reports as necessary for the conduct of Assessment and Award Boards.
- Liaise with external examiners to ensure effective procedures at mid-year and end of year assessments.
- Maintain appropriate course and student records.

Course and staff management duties

- Provide academic and managerial leadership on one or more awards, including contextual, business and professional components, ensuring high quality student experience and increasing progression to employment and postgraduate courses.
- Lead course development and preparation of course documentation.
- Undertake the recruitment and selection of students including external recruitment fairs, outreach work, liaising with feeder institutions, University Open Days and assessment of applicants.
- Oversee and co-ordinate course timetabling.

- Plan, design and develop course objectives, materials and learning.
- Contribute to the annual monitoring of courses and student progression.
- Participate in course approval and review events and quality management and enhancement procedures.
- Contribute to course, NUA promotion, marketing and publicity, raising the profile regionally, nationally and internationally.
- Carry out Appraisal Development Reviews with staff teams and advise the Dean of Faculty of the training and development needs of staff.
- Work collaboratively with course teams, Deans of Faculty and Managers to ensure appropriate curriculum development and high quality student experience.
- Liaise with the Resources Manager in planning access to workshops and other facilities.
- Identify part-time staff requirements and ensure that appropriate procedures and inclusive processes are adopted to engage part-time staff.
- Manage the workload of academic staff.

Budget, finance and resource responsibilities

- Manage the course budget in accordance with the Financial Regulations.
- Manage the course resources effectively and work collaboratively with central resource managers, ensuring value for money and high quality of student experience.
- Provide budgetary and resource information to Faculty and other managers, relating to the postholder's area of responsibility.

Committees

- Organise and chair and/or participate in regular course team meetings and Course Leader meetings.
- Contribute to the preparation of Assessment Boards in liaison with the Deans of Faculty, Pro Vice-Chancellor (Academic) and Academic Registry.
- Participate as a member of course approval and review panels as required.
- Attend centre and institutional committees and working groups as directed by the Dean of Faculty.

Additional duties

- Engage and collaborate in professional practice, research and scholarly activity (including pedagogy).
- Maintain up to date knowledge of the subject area.
- Participate in the University's Quality Management and Enhancement procedures.
- Undertake any other appropriate duties as may be required by the Vice-Chancellor.

Further information

Equal Opportunities

All members of staff are required to support the University's Equality, Diversity & Inclusion policy and to ensure that their work practices and behaviour reflect that commitment.

Health & Safety

All members of staff are responsible for ensuring their procedures and practices are compliant with the University's Health and Safety Policy.

Policies & Procedures

Comply with policies and procedures as regularly updated and published on the intranet applicable to their role, e.g. Confidentiality, Data Protection, IT Acceptable Use, Disaster Recovery, Quality Management and Enhancement procedures etc.

Staff Development

Participate in Staff Appraisal and Development Review and Staff Development and Training activities as well as maintaining own subject knowledge.

Engage with the Higher Education Academy Professional Recognition Scheme as agreed with the line manager.

Confidentiality

Maintain confidentiality regarding all aspects of work.

Variation to Job Description

Norwich University of the Arts reserves the right to vary the duties and responsibilities of its employees within the general conditions of service. The duties and responsibilities outlined above will be periodically reviewed and may be altered as the changing needs of the University may require.

Person Specification

Course Leader: BA (Hons) Fine Art

Essential

- Vision, insight, commitment and skills to reimagine, promote and deliver the course
- Ability to develop and deliver innovative and inclusive learning and teaching strategies including digital materials and hybrid learning evidenced by an understanding of the current and future drivers for curriculum content and design
- Experience of leadership with significant experience of learning, teaching and assessment within Higher Education
- Evidence of commitment to equity, diversity and inclusion as they impact on curriculum development, recruitment, retention and student experience
- Ability to be a leading advocate for the cultural, social and economic benefit of the arts, evidencing a network of diverse and strong professional relationships
- Educated to at least Masters' level in a relevant discipline, or successful track record of professional practice

Desirable

- Recognised teaching qualification/HEA Fellowship or commitment to achieving one

General Information

Terms and Conditions of Appointment

On appointment, the successful candidate will receive a full statement of terms and conditions for Academic staff.

Duties

The duties and responsibilities are outlined in the job description contained in the post details pack.

Starting Date

This post is available on an indefinite basis from September 2021.

Hours of Work

The standard hours of work for academic staff is 35 hours per week and any additional hours as are necessary for the proper discharge of your duties and responsibilities.

Salary

The salary for this post is £50,000 per annum.

Salaries for Course Leaders are reviewed annually on 1st August.

Annual Leave

There is an annual holiday entitlement of 35 days, plus 8 statutory days. In addition, the University may grant up to 4 concessionary days leave per year when the University is closed.

Pension

This post is superannuable under the Teachers' Pension Scheme and you will automatically join the scheme upon appointment. Benefits are built up on a Career Average Revalued Earnings (or CARE) basis. The percentage contribution you will pay into the scheme will be based on your annual salary. The University will also contribute to your pension.

You can find out more about the pension scheme by visiting the Teachers' Pension Scheme website at <https://www.teacherspensions.co.uk/>

Interview Expenses

Reasonable travel and incidental expenses incurred in attending the interview will be reimbursed, subject to prior approval. You will be required to provide receipts for expenses claimed. If you are offered the position and decline the offer, expenses will not be reimbursed.

Qualifications

Candidates invited for interview will be required to bring their original certificate as proof that they hold the qualifications listed as essential on the person specification for this role.

Right to Work in the United Kingdom

If you are invited for interview you will be asked to provide original documentary evidence of your right to work in the UK. This will normally be your current passport (and, where applicable, evidence of an existing right to work under the EU Settlement Scheme, such as EU settled status or pre-settled status). Candidates will be provided with a list of documents that can be submitted as evidence.

Overseas Applicants

Nationals from outside the UK will need to obtain sponsorship by the University and meet the visa requirements of the UK immigration system, usually through the skilled worker points-based route. This applies to EU/EEA and non-EU/EEA nationals alike. Further information can be obtained from the Home Office website <https://www.gov.uk/skilled-worker-visa>



Student work - Davide-Lakshmanasamy

Application and Recruitment Process

Accessibility

Please contact the Human Resources Department if you require copies of documentation in an alternative format, eg large print or Braille.

Job Description and Person Specification

Within this pack you will find the job description and person specification.

- Job Description – provides information about the main duties and responsibilities for the position. It also describes the purpose of the post.
- Person Specification – sets out information about the characteristics that are essential and desirable to perform the duties in the job description eg knowledge, skills, experience, abilities and qualifications that the ideal candidate will have to enable them to fulfil the role. Candidates will only be shortlisted if they meet all the essential criteria.

Application Form

The application form is the first stage in the recruitment and selection process and is a key element in being short-listed for an interview and a potential job offer. Therefore, it is important that you complete all relevant sections of the application form as clearly and as fully as possible.

If you have any queries regarding any aspect of the recruitment and selection process, please contact the Human Resources Department by emailing jobs@nua.ac.uk.

You should submit your application form electronically to jobs@nua.ac.uk. By completing and emailing the application form, you confirm you are accepting the terms of the declaration as detailed on the form and understand that any false statement or omissions may result in your application being withdrawn or your appointment being terminated.

Supporting Statement and Additional Information

Space is provided on the application form for you to write a statement in support of your application. You may wish to enclose additional sheets which should be clearly marked with your name and the position you are applying for.

Your statement in support should address all the criteria listed under the person specification and state how your previous and present experience enables you to satisfy each of the criteria, using specific examples that are relevant to the job. This will enable the short listing panel to assess your knowledge, skills, experience, abilities and qualifications against the requirements of the post.

If you have been out of paid employment for a time, or have never been employed, you may have transferable skills or experience gained through voluntary/unpaid work or domestic, social or community activities that you undertake.

Education/Qualifications

In your application you should give details of examinations passed and any professional qualifications or awards obtained. Please provide details of the grade (if applicable) and the date of the award. If you are invited for interview you will be asked to bring the original copies of the qualifications as set out in the essential and desirable person specification which will be copied and checked against your application form.

Submission of Curriculum Vitae

You may, if you wish, submit a CV with your application form. However, we are unable to accept CVs without a fully completed application form.

Referees

Please provide the names, addresses and telephone numbers or email address of two people who are able to provide you with a reference. The first person should be your current or most recent employer and the other person must be someone who is able to comment on your skills and abilities required for the post.

If you are not currently working, or have never been employed, you should give the name of someone who knows you well. This should not be a friend or relative.

References will not normally be taken up unless you are provisionally offered the positions. All offers of employment are subject to receipt of satisfactory references.

Equal Opportunities Monitoring

Norwich University of the Arts is committed to equality, diversity and inclusion. All applicants will be considered on their abilities and will not be discriminated against on the grounds of age, disability, gender affirmation, pregnancy, race, religion or belief, sex and sexual orientation.

As part of its commitment to equality, diversity and inclusion we undertake equal opportunities monitoring of our staff and applicants to enable us to evaluate the effectiveness of our policies and procedures.

To help us with this commitment, all applicants are requested to complete and return the Equal Opportunities Monitoring Form as part of their application. Information provided on the form will be treated as confidential and will be used in accordance with the requirements of the General Data Protection Regulations and Data Protection Act as set out in the Job Applicant Privacy Notice. The information will be used for statistical purposes only, other than for the successful candidate as the data will form part of their personal confidential record. The form will be detached from your application form before this is given to members of the short listing or interview panel.

Armed Forces Covenant



Offers of Employment

All provisional offers of employment are subject to proof of right to work in the UK, verification of qualifications, satisfactory references and completion of a medical questionnaire.

Submission of Application Form

Completed documentation must be submitted by:

9.00 am on Monday 26th April

This is a strict deadline and we regret we are unable to accept late applications.

Application forms should be emailed to jobs@nua.ac.uk

Interview Arrangements

Due to the current situation, it is anticipated that the interview will be held remotely.

If you are shortlisted for interview you will be contacted by a member of the Human Resources Department.

The date of the interview is:

Friday 14th May

If you have been unsuccessful in your application we will email you accordingly. Due to the high volume of applications we receive we are unable to provide feedback for applicants.

Shortlisted applicants are asked to provide proof of right to work in the UK prior to their interview. This will normally be in the form of a passport which will be checked remotely by a member of the Human Resources Department. For the successful candidate the copy will be held on the personal confidential file. Documents held for unsuccessful applicants will be destroyed 12 months after the end of the relevant recruitment process.

Thank you for your interest in the position.

If you have any queries regarding any aspect of the recruitment and selection process, please contact the Human Resources Department by emailing jobs@nua.ac.uk.