

Job Description

Job Title:	Dissertation Supervisor and Marker
Department:	School of Advanced Study
Section:	The Warburg Institute
Level:	Level 8 ARTT- 5 months part time fixed term (Sabbatical cover)

Job Purpose:	This is a part time fixed term academic position to assist with the supervision and marking of MA dissertations in Cultural, Intellectual and Visual History. The cover period is expected to be between May and September 2024.	
	<ul style="list-style-type: none"> • To attend MA presentations in May (two full afternoons) and offer oral feedback to students during the discussion sessions. • To supervise up to 8 MA dissertations, meeting up to six times with each supervisee. • To respond to queries from supervisees as they arise. • To mark those dissertations that the post-holder has supervised as a first marker and to mark others as a second marker. • To meet with other markers to agree marks. • To attend meetings relating to the teaching programme and to dissertation supervision and marking. • To actively follow and promote the University of London policies, including the University's Dignity at Work and Equal Opportunities Policy and actively promote these wherever possible. • To maintain an awareness and observation of fire and health and safety regulations • Any other duties consistent with both the grade and scope of the post • Any other duties reasonably required of the postholder by the reporting manager. 	
Reports to:	Caspar Pearson, Director of Studies	
Responsible for:	N/A	
Additional demands of the role:	N/A	

Person Specification

EXPERIENCE & PERSONAL QUALITIES

Essential:

- Experience of academic research, with a background in cultural, intellectual or visual history in the period 1300-1700
- Experience of teaching and working with students in higher education
- Experience of marking assessed work
- Ability to work collaboratively with colleagues

TECHNICAL KNOWLEDGE & SKILLS

Essential:

- Good general IT knowledge, including the Microsoft Office suite.
- Demonstrably excellent written and verbal communication skills.
- Well-developed academic writing skills.
- Strong organisational skills and ability to liaise with colleagues in order to meet set deadlines.

EDUCATION & PROFESSIONAL QUALIFICATIONS

Essential:

A PhD from a recognised University in a subject area related to art history in the period 1300-1700.

Competency Requirements	Essential	Desirable
Academic Community focus	B	B
Adapting to change	B	B
<i>Commercial awareness (optional)</i>		
Creativity and innovation	B	B
<i>Customer focus (optional)</i>		
<i>International engagement (optional)</i>		
Interpersonal understanding	C	B
Leadership	N/A	N/A
Managing resources	A	A
Organisational commitment	B	B
Proactivity and planning	C	C
Problem solving and decision making	B	B
Performance Management	N/A	N/A
Resilience	B	C
<i>Staff development and commitment to learning (optional)</i>		
<i>Stakeholder focus (optional)</i>		
<i>Striving for excellence (optional)</i>		
Working collaboratively with others	B	B
<p>Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency.</p> <p>For further information on each of the competencies and relevant levels, please refer to the University's Competency Model: https://london.ac.uk/sites/default/files/governance/UoL-Consolidated-Competency-Model-%28Updated-Oct-2018%29.pdf</p>		