

Become a Senior Inclusive Curriculum Consultant

Be instrumental in changing the status quo. Share your point of view and shape the future of your University's learning experience. Curriculum design is a key area where students could and should have a much greater impact. We are inviting you to take part in enhancing the curriculum for yourself and your fellow students.

Job Title: Senior Inclusive Curriculum Consultant

Responsible to: Christina Michener, Projects and Training Advisor

Contact: c.michener@kingston.ac.uk OR c.jordan@kingston.ac.uk

Department: Directorate for Student Achievement

Contract type: Casual, approximately 4 hours per week

Pay: £11.50 per hour

General duties and responsibilities

- Lead a team of student staff to provide curriculum guidance to members of the university
- Encourage junior consultants to develop consultation skills
- Provide constructive feedback to your team on their feedback skills
- Liaise directly with university staff to arrange consultations with the team
- Work collaboratively with academic staff to advise them on inclusive practices and give your perspective as a student on the teaching and learning within their modules
- Review materials, such as course handbooks, module guides, assessment instructions and online materials and give feedback to academic staff
- Work collaboratively with professional staff to share your perspective about how to ensure their services reflect the diversity of Kingston's students and are inclusive and accessible to all students
- Write reports to summarise your recommendations to staff
- Present at internal or external conferences and workshops.
- Promote Inclusive Curriculum Consultation services to staff and students
- Lead small group sessions with students and/or staff
- Research best practice at KU and other institutions
- Create resources to support the programme

How to apply - applications close 7 October

Please apply using the Student Ambassador Scheme application online:

<https://ap.heat.ac.uk/apply/kingstonuniversity>

IMPORTANT:

1. We use the same application as the Student Ambassador scheme, so you will see "Student Ambassador" throughout the application. Don't worry – this is the correct place to be.
2. When applying, under the "Application Questions" section of the application, please choose "Curriculum Consultant" as your Area of Interest.
3. If applying to be both a Student Ambassador AND Inclusive Curriculum Consultant, please complete two separate applications.



IMPORTANT:

The **Supporting Information** section of the application is very important. It will be used to select candidates for interview who are the best match for the job requirements. In this section you need to describe, in under 500 words, how you meet the criteria in the Person Specification (below). Please specifically state that you are applying for the Senior Inclusive Curriculum Consultant role.

Person Specification

	Essential	Desirable
a) Experience Required		
1. Successful completion of first or second year of study (Masters and PhD students are also eligible).	✓	
2. Commitment to promoting equality, diversity and inclusion.	✓	
3. Experience discussing equality, diversity and inclusion.	✓	
4. Understanding of barriers and inequality.	✓	
5. Experience supporting or supervising others	✓	
6. Experience presenting or facilitating small groups.	✓	
b) Skills / Qualities Needed		
1. Effective inter-personal and communication skills.	✓	
2. Ability to demonstrate leadership skills.	✓	
3. Ability to deliver presentations.	✓	
4. Ability to work independently.	✓	
5. Ability to work productively with others.	✓	
6. Excellent reliability and time-keeping skills.	✓	
7. Good personal organisation.	✓	
8. Highly motivated, enthusiastic and committed and to promoting change.	✓	

