

COURTAULD

ABOUT THE ROLE

Post	Fieldwork Supervisor in Conservation of Wall Paintings
Line manager	Head of Conservation
Grade	6
Contract type	Fixed Term, 3 months from 14 December 2026 to 13 March 2027
Line management of	N/A

ROLE SUMMARY

The postholder will supervise six third-year postgraduate students in the MA Conservation of Wall Paintings for a six-week on-site fieldwork at Longthorpe Tower, Peterborough from 18 January 2027 Monday to 26 February 2027 Friday. You are expected to stay in Peterborough Monday-Friday for the full six-week period. Accommodation and daily stipend for the six-week period will be provided. Other supervision throughout the contract period will be carried out either remotely or held at the Courtauld Institute at the Somerset House, Strand, London.

The postholder is expected: -

- To provide close guidance and supervision of students in the following conservation activities: documentation, diagnostic investigations, treatment trials and interventions.
- To ensure that imaging, documentation and student work on site is completed to agreed standards and in accordance with health and safety protocols;
- To work closely with Courtauld staff and partners at the site;
- To participate in preparations for fieldwork including risk assessment and timetable and equipment planning; the formative and summative assessment of students.
- To support marketing and fundraising activity by supplying relevant updates during the project;
- To prepare a formal report of the project for the Courtauld and stakeholders.

This role is to partially cover the duties of a faculty at the Department who is on sabbatical leave. This role is expected to spend 60% of the time in teaching, 20% in central administrative duties and 20% in scholarship activities.

KEY RESPONSIBILITIES

The range of responsibilities and duties of this role will include the following, although priorities may change in line with the development of the role and other duties may be allocated from time to time.

MA Programme Teaching – Fieldwork supervision

- Supervising and teaching conservation activities for the MA in Conservation of Wall Paintings students.
- Allocating responsibilities to Courtauld students throughout the fieldwork on-site at Longthorpe, and before and after at the Courtauld Institute in London.
- Ensuring the imaging and documentation of the project conforms with prior agreed standards and is completed to a satisfactory degree.
- Providing mid-fieldwork formative feedback session for the Courtauld students, preparing Fieldwork Supervisor reports for the Courtauld students' assessment.
- Arranging and accompanying students on visits to relevant sites in the local area.
- Preparing a formal report of the project for the Courtauld and stakeholders.
- Providing information about the project to Courtauld Development, social media and website colleagues
- If required, preparing a timetable of weekly activities and expected outcomes.
- If required, preparing a materials/ equipment list together with Courtauld staff.
- If required, creating a fieldwork risk assessment.

General

- To act in accordance with all Courtauld policies and procedures, including Equality, Diversity, Inclusion and Anti-racism, safeguarding, and Health and Safety, at all times.
- To undertake any other duties and responsibilities which are commensurate with the level of this role, as required.
- A job description will change and evolve over time and this job description can be updated to adapt to the changing needs of department / organisation, in line with the grade of the role.

ABOUT YOU

The criteria below, will be used by the shortlisting panel to review your application.

Criteria	Type	E/D	Evidence
Qualifications	MA (or equivalent post-graduate) in Conservation of Wall Paintings or related fields	E	AF
Experience	Experience of professional in-situ conservation/ wall painting conservation including diagnostic investigations, recording, remedial, preventive and passive interventions.	E	AF/INT
	Knowledge and experience of supervising junior conservators, interns and students in fieldwork contexts.	D	AF/INT
Skills and Abilities	Demonstrable practical skills in wall painting conservation, and familiarity with recent	E	AF/INT

	approaches, methods and materials for both diagnosis and conservation interventions.		
	Excellent organisational and administrative and leadership skills, and proven record of ability to manage time and work to strict deadlines	E	AF/INT
	Good communication and interpersonal skills, with the ability to work effectively with students and colleagues both within and outside the Institute, ability to work in a team.	E	AF/INT
	Patient, conscientious and able to demonstrate empathy and understanding, particularly when dealing with student issues.	E	AF/INT
This job description has been assessed by our job evaluation process.			

How we use the information you provide us with to review the criteria noted above

Each stage of the selection process aligns to this table and states whether the criteria is essential (E) or desirable (D) for the role and how your information will be reviewed:

- AF = Application form – anonymised
- CT = Certificates required upon commencement
- INT = Interview
- P = Probation
- RRT = role related task

Therefore the selection panel will refer to the criteria and assess against the particular stage of the selection process (e.g. your application form should refer and cover the criteria marked “AF”).

BENEFITS

Staff perks	• Art for all! Free staff access to the Gallery, we also have reciprocal arrangements with other galleries/museums through which staff have either free or discounted entry. • Enjoy a bit of retail therapy with Retail Staff Discount of 20% in the Courtauld shop. • Grab a coffee or a delicious snack at one of our onsite staff Cafés with a Staff Discount of 25% at Somerset House or at the subsidised Coffee Bar managed by Frequency Coffee at Vernon Square.
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Loans and vouchers	We have loans available for bicycles – including bike accessories and season tickets in addition to eye care vouchers.
Your wellbeing	All staff also have access to our Employee Assistance Programme (EAP) provided by Health Assured, UK's largest independent-award winning EAP.
Generous leave entitlements	- The full-time annual leave entitlement is 30 working days (plus bank holidays). - Additionally, staff are entitled up to 6 paid Institute Closure days. - Staff are also entitled to other types of leave including maternity, paternity and compassionate leave.
Pension scheme	Auto enrolled, USS
Annual increments	Each year subject to satisfactory service you will be eligible for incremental progression within your grade subject to 6 month service as of 01 August.

TERMS AND CONDITIONS

Role type	Academic – Fixed Term (Teaching and Scholarship contract)
Grade	6
Salary	Salary: £45,088 - £51,413 per annum pro rata (Grade 6)
Contract type	Full-time, fixed term, 3 months from 14 December 2026 to 13 March 2027
Hours of work	35 hours per week
Location	Main office in London: Somerset House, Strand, London On-site: Longthorpe, Peterborough
Notice Period	1 month