| JOB DESCRIPTION AND PERSON SPECIFICATION | | |
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| **Job Title**: Lecturer in Womenswear Design | **Accountable to**: Course Leader, Programme Director | |
| **Contract Length**: 6 months in the first instance | **Hours per week/FTE**: 0.6 | **Weeks per year**: All |
| **Salary**: £38,694 - £46,423 pro rata pa | **Grade**: 5 | |
| **College/Service**: London College of Fashion / School of Design and Technology | **Location**: 100 Curtain Road, London, EC2A 3AA | |

**Purpose of Role:**

The post holder will have substantive teaching experience in Higher Education and will contribute to the undergraduate BA (Hons) Fashion Design Technology: Womenswear course; undertake teaching, assessment, unit management, curriculum development and research.

Working as part of a team, the post holder will be required to deliver seminars and workshops on creative and innovative design and development for contemporary Womenswear, in addition to giving on-going tutorial support, constructive guidance and feedback. Key to this post will be the ability to actively contribute to the organisation and management of the course and student experience.

**Duties and Responsibilities:**

- To undertake a teaching programme, providing both academic and pastoral support to students, monitoring progress and attendance and maintaining appropriate records.

- To contribute to lesson planning, teaching, assessing, course review, quality assurance compliance and curriculum development.

- To support and extend the School's existing links with those in professional practice and related industries as appropriate to the development, maintenance and delivery of teaching programmes.

- To contribute to research, scholarly activity and or professional practice both individually and through appropriate subject related groups.

- To maintain a professional level of subject expertise by being aware of relevant industrial and technological developments in the subject field in addition to pedagogic developments.

- To attend course related meetings and examination boards as required.

- To provide support for the Course Leader and Programme Director in the management, teaching and assessment of related academic studies within the course.

- To support the process of reviewing the BA (Hons) Fashion Design Technology: Womenswear course units and contributing to the identification and validation of new units.

- To fully utilise University and other information and communication technologies in order to facilitate and enhance students' learning experiences and organisational effectiveness.

- To take responsibility as year tutor for student groups as required.

- To undertake general course management responsibilities including assessment, admissions and placement support.

- To liaise with Course Leaders, Hourly Paid Lecturers and Technicians to ensure quality and consistency of delivery across the course.

- To support the Course Leader in the planning and development of the curriculum and teaching programme for

the undergraduate BA (Hons) Fashion Design Technology: Womenswear course.

- Undertake planned internal verification of assessments, providing feedback and guidance on best practice to tutors.

- Secure productive contacts and links with external organisations, employers and agencies that will benefit students and provide further opportunities for income generation and collaboration.

- To engage in regular monitoring and review of the quality of the teaching and learning provision in accordance with the procedures of the University and Quality Assurance Agency.

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.

- To undertake health and safety duties and responsibilities appropriate to the role.

- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.

- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.

- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.

- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)

**Key Working Relationships**: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.
- Course Leader
- Programme Director
- Dean of School
- Hourly Paid Lecturers
- Technicians
- Study Support staff

**Specific Management Responsibilities**

**Budgets**: No

**Staff**: No

**Other**  Studio spaces

Signed _____ Date of last review _____
    (Recruiting Manager)

**Job Title:** **Lecturer in Womenswear Design**

**Grade:** **5**

| Person Specification | |
|---|---|
| Specialist Knowledge/ Qualifications | Degree in the relevant area |
| | A postgraduate qualification is desirable |
| Relevant Experience | Substantive experience within the UK Higher Education sector |
| | Experience of Quality Assurance compliance within validation and course organisation and management mechanisms |
| Communication Skills | Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way |
| Leadership and Management | Motivates and leads a team effectively |
| Research, Teaching and Learning | Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity |
| | Applies own research to develop learning and assessment practice |
| Professional Practice | Contributes to advancing professional practice/research or scholarly activity in own area of specialism |
| Planning and managing resources | Plans, prioritises and manages resources effectively to achieve long term objectives |
| Teamwork | Works collaboratively in a team and where appropriate across or with different professional groups |

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| Student experience or customer service | Builds and maintains positive relationships with students or customers |
| Creativity, Innovation and Problem Solving | Suggests practical solutions to new or unique problems |

**Last updated: 21/05/2015**