

**JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Title:</b> LCF Senior Lecturer: Academic Enhancement Model	<b>Accountable to:</b> Associate Dean Learning Teaching and Enhancement	
<b>Contract Length:</b> 1 year	<b>Hours per week/FTE:</b> 0.5	<b>Weeks per year:</b> 52
<b>Salary:</b> £45,603 pro rata pa	<b>Grade:</b> 6	
<b>College/Service:</b> Based in College working with both the Teaching and Learning Exchange and the College Associate Dean Learning and Teaching	<b>Location:</b> College and High Holborn	

**Purpose of Role:**

To support the implementation and development of UAL’s Academic Enhancement Model, which aims to improve student experience and attainment through a new programme of interventions which align the former Making a Difference (MAD) and Continuous Monitoring initiatives.

As part of a team of five College-based specialists you will work collectively and individually with colleagues in the Teaching and Learning Exchange, Academic Registry and Colleges to enable courses to improve their performance and KPIs. The team will annually work with a set number of courses in each college. The post holder will also support the range of work undertaken by the Exchange, providing an important link to the colleges.

The ideal candidates will have experience of working on academic enhancement projects with a focus on improving the experience and attainment of students.

- Duties and Responsibilities**
- To work with the 1.0 LCF AEM lead to support the implementation of the Academic Enhancement Model within the Colleges, supported by the Exchange, working to agreed enhancement strategies.
  - To support the delivery of a series of enhancement events over 17/18 which bring together course teams (including academic staff, associate lecturers, technicians, students, administrative staff, academic support etc) to review courses in the light of key data sets, identify strengths and weaknesses, and produce a plan for improvement.
  - To work in partnership with College colleagues and course teams to support the delivery of the agreed improvement plans.
  - To promote the programme to ensure high levels of understanding and engagement by working with college colleagues to timetable events and secure attendance.
  - To work with the Exchange to develop and deliver Course Leader mentoring programme and associated staff development events to support course improvement.
  - To work as a specialist team with the post holders in other Colleges to identify cross-cutting themes for the University to address, provide regular reporting on the success of the programme interventions and deliver enhancement events as required.
  - To work with University communications teams as appropriate to ensure key successes are shared and communicated effectively.
  - To support the enhancement work of both the Exchange and Colleges, to enable coordination and the effective use of resources.
  - 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.

- Associate Dean Learning, Teaching and Enhancement
- 1.0 LCF AEM Lead
- College Deans and Associate Deans
- Teaching and Learning Exchange staff
- Academic Registry
- Programme Administration Managers
- Quality teams
- Students' Union

**Specific Management Responsibilities**

**Budgets:**

**Staff:**

**Other:** (e.g. accommodation; equipment):

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

**Job Title: Senior Lecturer: Academic Enhancement Model Grade: 6**

<b>Person Specification</b>	
Specialist Knowledge/Qualifications	Knowledge of effective approaches to improving student academic experience
	Post graduate qualification
	Understanding of NSS an attainment
	Preferably Fellow or Senior Fellow of HEA
Relevant Experience	Experienced teacher and/or academic leader with track record delivering excellent student experience
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, setting clear objectives to manage performance
Research, Teaching and Learning	Applies innovative approaches to course leadership, 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	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student experience or customer service	Contributes to improving or adapting provision to enhance the student experience or customer service
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

**Last Updated: October 2018**