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| JOB DESCRIPTION AND PERSON SPECIFICATION |
| **Job Title**: Lecturer in Cosmetic Science | **Accountable to**: Programme Director - Science |
| **Contract Length**: Permanent  | **Hours per week/FTE**: 37/1.0 | **Weeks per year**:52 |
| **Salary**: £37,265 - £44,708 pa | **Grade**: 5 |
| **College/Service**: London College of Fashion/School of Management and Science | **Location**: 20 John Princes Street, London, W1G 0BJ |
| **Purpose of Role:** To undertake teaching, unit management, student tutoring, curriculum development and research in Cosmetic Science. |
| **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 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 field.
* To attend course related meetings and examination boards as required.
* To provide support for the Programme Director / Course Leader in the management of the programme of teaching and assessment in Cosmetic Science.
* To support the process of reviewing Cosmetic Science - related 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 and unit tutor for student groups as required.
* To undertake general course management responsibilities including assessment, admissions and placements.
* To liaise with Programme Director / Course Leader, Hourly Paid Lecturers and Technicians to ensure quality and consistency of delivery across all courses.
* To support the Course Leader in the planning and development of the curriculum and teaching programme for Cosmetic Science.
* To undertake planned internal verification of assessments, providing feedback and guidance on best practice to tutors.
* To secure productive contacts and links with external organisations, employers and agencies that will benefit students on and provide further opportunities for income generation and sponsorship.
* To engage in regular monitoring and review of the quality of the teaching and learning provision in accordance with the procedures of the University.
* 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)
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| **Key Working Relationships**: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.* Course Leader MSc Cosmetic Science and Programme Director Science
* Academic staff within Science Programme and the Fashion Business School
* Technical staff
* Administrative staff
* Industrial contacts
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| **Specific Management Responsibilities****Budgets**: n/a**Staff**: n/a**Other**: Accommodation; equipment as appropriate |

Signed Gabriela Daniels Date of last review 11/07/2018

 (Recruiting Manager)

**Job Title: Lecturer in Cosmetic Science Grade: 5**

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| Person Specification  |
| Specialist Knowledge/Qualifications | Relevant qualification. BSc Cosmetic Science / Chemistry / Pharmacy or other relevant subject MSc / PhD Cosmetic Science / Chemistry / Pharmacy or other relevant subject is desirableWorking knowledge of statistical methods applicable to scientific research is desirable |
| Relevant Experience  | Experience in cosmetic product formulation in industrial and/or academic teaching environment is desirable  |
| Communication Skills | Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way |
| 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 |
| Student experience or customer service | Builds and maintains positive relationships with students across different courses and levels  |

**Last updated: 11/07/2018**