

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> Lecturer in Bespoke Tailoring		<b>Accountable to:</b> Course Leader and Programme Director	
<b>Contract Length:</b> Fixed term until 31/07/2021 in the first instance		<b>Hours per week/FTE:</b> 0.4	<b>Weeks per year:</b> AYR
<b>Salary:</b> £38,694 - £46,423 pro rata pa		<b>Grade:</b> 5	
<b>College/Service:</b> London College of Fashion, School of Design Technology		<b>Location:</b> 182 Mare Street, London, E8 3RE and relocating to Stratford from 2023	

### Purpose of Role:

The post holder will contribute to the BA Bespoke Tailoring programme undertake teaching, assessment, unit management, curriculum development and research.

Working collaboratively, the post holder will be required to deliver lectures and workshops on tailoring and related studies underpinned by knowledge of pattern cutting and current bespoke tailoring techniques, technology and craft innovation.

### 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 Course Leader and Programme Director in the management of the programme of teaching and assessment in tailoring and related academic studies within the course.
- To support the process of reviewing tailoring 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 placements.
- To liaise with Course Leader, Associate 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 tailoring.

<ul style="list-style-type: none"> <li>• Undertake planned internal verification of assessments, providing feedback and guidance on best practice to tutors.</li> <li>• 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.</li> <li>• To engage in regular monitoring and review of the quality of the teaching and learning provision in accordance with the procedures of the University.</li> <li>• To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.</li> <li>• To undertake health and safety duties and responsibilities appropriate to the role.</li> <li>• To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).</li> <li>• To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality diversity and inclusion in your work.</li> </ul>
<p><b><u>Key Working Relationships:</u></b> Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.</p> <ul style="list-style-type: none"> <li>• Dean of School</li> <li>• Programme Director</li> <li>• Course Leader</li> <li>• Associate lecturers</li> <li>• Technicians</li> <li>• Study Support Staff</li> </ul>
<p><b><u>Specific Management Responsibilities</u></b></p> <p><b>Budgets:</b> N/A</p> <p><b>Staff</b> N/A</p> <p><b>Other</b> Tailoring studio spaces</p>

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

**Job Title:** Lecturer in Bespoke Tailoring

**Grade: 5**

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

## Person Specification

Specialist Knowledge/Qualifications	Undergraduate degree in Fashion, Bespoke Tailoring or associated subject.	A
	Higher degree (e.g. MA) in Fashion or associated subject (desirable).	A
	Teaching qualification (PG Cert or equivalent) (desirable).	A
	Member of the Higher Education Academy (desirable).	A
	Relevant industry experience as a current practitioner within the field of fashion or bespoke tailoring.	A
Teaching	Experience of teaching and assessment in a higher education environment (permanent, fractional, or hourly paid contract).	A
	Applies an agile, inquiring, innovative and reflexive approach to teaching.	SI
	Considers equality, diversity and inclusivity in all aspects of teaching and assessment.	IA
	Shows commitment to understanding the range of students' experiences within a course and building positive experiences with students.	IA
	Contributes to and supports the development of digital learning experiences	IA
Leadership, management and teamwork	Collaborates and works effectively individually, within teams and across different professional groups.	IA
	Works effectively and respectfully with a diverse range of people.	IA
Research, Knowledge Exchange and Professional Practice	Evidence of research, knowledge exchange and/ or professional practice that contributes to the advancement of Bespoke Tailoring and is relevant to the goals of the Programme, College and University.	IA A
	Evidence of using contacts within subject peer group to develop partnerships or collaboration.	IA

Planning and managing resources	Plans, prioritises and manages resources proactively and effectively to achieve objectives.	IA
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**Last Updated: 03/02/2021**