university of the arts london

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JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Academic Support Lecturer

Accountable to: Head of Academic Support

Contract Length: **Hours per week/FTE**: 37   **Weeks per year**: 52

Salary: £38,694 – £46,423 per annum

College/Service: London College of Fashion

Grade: 5
Location: 20 John Princes Street, London, W1G 0BJ

Purpose of Role:

To develop and deliver high quality study support tailored to the needs of individuals, groups, and subjects, enabling students to develop as confident independent learners and to fulfil their academic potential. This may include contributing to Introduction to Study in Higher Education (ISHE) and specific initiatives that support students transitioning into and progressing through FE and HE education and on to post-graduate study

To apply inclusive practices which recognise the diversity of the student population at UAL and demonstrate an understanding of the subject disciplines taught at UAL.

To be a core member of the Academic Support Team within the College and collaborate effectively with Programme/Course Teams and with other academic support colleagues in the University.

Duties and Responsibilities

1. Work closely with the Head of Academic Support and Programme/Course Teams to develop and tailor study support and learning development activities to the needs of individual students and groups for specified courses/disciplines.

2. Prepare for and deliver teaching sessions associated with study support and learning development within the College and possibly across the University. This may include but is not limited to, teaching and guidance;

   - Facilitate students' transition into UK HE and progression through levels of study, enabling the understanding of study requirements such as evidencing learning outcomes, decoding assignment briefs, giving and receiving critical feedback, and reflective practices.

   - Develop relevant academic literacies, including practical and critical approaches to reading and writing; understandings of academic vocabulary, conventions and appropriate forms; research skills and information management, digital and applicable numeracy skills.

   - Enhance awareness and abilities that contribute to students' personal and professional development and underpin effective study, such as planning and time management, speaking and presentation skills; working in groups and across subjects.

3. Work as part of the Programme/Course Team when delivering embedded study support. This will include participating in assessment processes under the direction of the Head of Academic Support and/or the relevant Programme/Course Director as locally agreed.

4. Contribute to the development and application of learning materials, making use of the University's virtual learning environment and e-learning tools in accordance with IT and pedagogic protocols.

5. Maintain effective and efficient communication with the Head of Academic Support, with students and with colleagues in the College and the University relevant to the role, including through the use of the University's email system and VLE.

6. Be familiar with the College's academic support provision and other student support services, including the Disability Service, Library Service and Language Centre, in order to undertake

effective referrals, and be willing to deliver study support sessions at other sites in the University.

7. Undertake academic administration in relation to reporting student attendance, completion of tutorial records and progress reports and other administrative tasks pertaining to study support as required by the Head of Academic Support and Programme/ Course Teams.

8. Contribute to the monitoring and review of academic support as part of the University's quality assurance processes, and contribute to course developments as required by the Head of Academic Support, providing guidance and advice to Programme /Course Teams on matters related to academic support. This may include attending Programme/Course meetings.

9. Play a key role in the Academic Support Team, attending team meetings and contributing to other team-based activities, and collaborate with academic support colleagues across the University.

10. Demonstrate up to date knowledge, expertise and experience in academic support and learning development, undertaking staff development appropriate to the role (e.g. TLE Academic Practice CPD units) and participating in professional networks.

11. Contribute to research, scholarly activity and professional practice related to academic support and learning development both individually and through appropriate groups.

Others:
1. Perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
2. Undertake health and safety duties and responsibilities appropriate to the role.
3. Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
4. 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.
5. 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.
6. Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships:
- The College's Academic Support Team and colleagues working in academic support across UAL.
- Programme / Course Teams and colleagues within the College that work in WP, Quality etc.
- Colleagues in other student support services, including the Disability Services, Library Services, Language Centre.
- TLE and e-learning colleagues

Specific Management Responsibilities
Budgets: No
Staff: No
Other   No

Signed

Hilary J. Grainger.

Date of last review   November 24 2016   (Recruiting Manager)

Academic Support Lecturer JD and PS   hjg/sdlr 11 24 2016

Job Title: Academic Support Lecturer   **Grade:**   5

Person Specification	
Specialist Knowledge/Qualifications	First degree and teaching qualification
	Knowledge of inclusive practices in pedagogy and support
Relevant Experience	Experience of designing and delivering educational activities and of implementing strategies to improve retention, attainment and progression within HE and or FE
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 or customers
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

Last updated: November 2016