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| JOB DESCRIPTION AND PERSON SPECIFICATION |
| **Job Title**: Lecturer, Creative Computing Institute | **Accountable to**: Dean CCI & Course Leader Creative Computing Institute |
| **Contract Length**: Permanent  | **FTE**: 0.6 | **Weeks per year**:AYR |
| **Salary**: £38,010 - £45,603 **pro-rata 0.6**  | **Grade**: 5 |
| **College/Service**: UAL Creative Computing Institute (CCI) / ADS | **Location**: Camberwell |
| **Purpose of Role:** To undertake teaching, unit management, curriculum development, student pastoral support and research in the subject area of Creative Computing. The role is to teach primarily on the UAL Diploma in Creative Computing but will include teaching across UAL Creative Computing Institute portfolio of undergraduate and postgraduate courses as relevant. |
| **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 planning, teaching, assessing, course review and curriculum development.
* To support and extend the Institute’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 support the management of the teaching and assessment in the area of Creative Computing.

 * To support the process of reviewing existing curricula 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, recruitment and placements.
* To liaise with Course Leaders, academic staff and Hourly Paid Lecturers to ensure quality and consistency of delivery across all courses.
* To support the Course Leaders in the planning and development of the curriculum and teaching programme.
* 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 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 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**: * Dean CCI
* Undergraduate & Postgraduate Course Leaders
* Academic Staff
* Administration Teams
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| **Specific Management Responsibilities****Budgets**: None**Staff**: None**Other** (e.g. accommodation; equipment): None |

Signed Ben Stopher Date of last review 19.1.19

 (Recruiting Manager)

**Job Title: 0.6 Lecturer in Creative Computing Grade: 5**

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| Person Specification  |
| Specialist Knowledge/Qualifications | Relevant undergraduate qualification is essentialPost Graduate Degree in a relevant discipline is desirablePhD is desirable |
| Teaching qualification is essential (can be in progress) |
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| Relevant Experience  | Either Extensive experience of working in Creative Computing OrExtensive experience as an educator in Creative Computing |
| Communication Skills | Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way |
| Leadership and Management | Works effectively within a team and as an individual to achieve set objectives as a performance measure |
| 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 |
| Research profile is desirable |
| 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: 19/01/2019**