

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).

Key Working Relationships:

- Dean CCI
- Undergraduate & Postgraduate Course Leaders
- Academic Staff
- Administration Teams

Specific Management Responsibilities

Budgets: None

Staff: None

Other (e.g. accommodation; equipment): None



Signed _____
(Recruiting Manager)

Ben Stopher Date of last review 19.1.19

Job Title: 0.6 Lecturer in Creative Computing

Grade: 5

Person Specification	
Specialist Knowledge/ Qualifications	Relevant undergraduate qualification is essential
	Post Graduate Degree in a relevant discipline is desirable
	PhD is desirable
	Teaching qualification is essential (can be in progress)
Relevant Experience	Either Extensive experience of working in Creative Computing Or Extensive 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