

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Lecturer, BA (Hons) Spatial Design (Digital 2D Communication and 3D Visualisation)

Accountable to: Course Leader/Programme Director

Contract Length: Permanent

Hours per week/ FTE: 0.6 FTE

Weeks per year: All

Salary:

Grade: 5

College/ Service: LCC, School of Design

Location: Elephant & Castle

Purpose of role:

- To undertake teaching, curriculum development and delivery of BA (Hons) Spatial Design across all years.
- To support the Course Leader in the day-to-day management of the BA (Hons) Spatial Design course.
- With a specialism in 2D Communication and 3D Visualisation skills this role has a particular responsibility for ensuring that spatial design students develop high level graphic design, information design, typography, photography and digital image creation, design/layout and online publishing skills.

Duties and responsibilities:

In consultation with the Course Leader and Programme Director you are expected to:

- Set, promote and maintain appropriate educational and professional standards of good practice in teaching, delivery and curriculum development of spatial design related units
- Within the overall framework established by the Course Leader and Programme Director undertake unit-management responsibilities including lesson planning, teaching, curriculum development, assessment and associated administration.
- Deliver the curriculum and assessment requirements as outlined in the relevant validation documents
- In conjunction with other members of the course and Programme team, manage the learning environment assigned for spatial design delivery so that it meets the needs of the curriculum
- To make full use of all information and communication technologies in order to facilitate and enhance students' learning experiences and in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- Maintain appropriate tutorial and assessment records for assigned groups of students and organise and implement agreed tutorial arrangements that are in line with University policies
- Undertake assessment and student feedback activities for the BA (Hons) Spatial Design and ensure student achievements are reported to the relevant Examination Boards
- Keep up to date with latest developments in the subject area and maintain a professional level of expertise in relation to teaching and subject developments in the field.
- 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.
- Undertake research and scholarly activity and/or professional practice in a relevant discipline.
- Contribute to funded projects including sponsored activities and income generation.
- Manage day-to-day student discipline for the designated group and conduct that meets the standards set out within University policies, reporting issues to the course leader and Programme Director as necessary
- Participate in the annual appraisal process in line with University procedures
- Contribute to annual programme monitoring and course review reports in line with University and College requirements
- Attend relevant Programme Committees and School Board of Studies and advise on developments and issues relating to the courses/programmes you are working on
- Attend and contribute to the course/programme team meetings and examination boards as required
- To work with the academic team, contributing to curriculum development and the review and development of cross-disciplinary teaching strategies.

<ul style="list-style-type: none"> • Contribute to the Programme recruitment and admissions process including interviewing applicants and covering the clearing period as required by Programme Director • Represent the Programme and School's interests and views at relevant College and/or University committees • Maintain appropriate course files to support Quality Reviews/Audits • Perform such duties consistent with your position as may from time to time be assigned to you anywhere within the University • Undertake health and safety duties and responsibilities appropriate to the post • Demonstrate commitment to 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 • Demonstrate commitment to your own development through effective use of the University's appraisal scheme and staff development process. • 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
<p>Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.</p> <ul style="list-style-type: none"> • Course Leader • Programme Director • Programme Lead Administrator • Course academic and technical team • Hourly paid academic staff
<p>Specific Management Responsibilities Budgets: N/A Staff: Hourly paid academic staff Other (e.g. accommodation; equipment): Office and studio accommodation and associated equipment</p>
<p>Signed:</p> <p>(Recruiting Manager) Date of last review:</p>

Person Specification	
Specialist Knowledge/ Qualifications	<p>Relevant undergraduate and postgraduate degree or equivalent experience in spatial design or closely related discipline</p> <p>PG Cert or equivalent experience desired.</p> <p>Knowledge of spatial design skills, practices, theories, professional practices and experimental processes</p> <p>Proficiency in Adobe Creative Suite (Photoshop, Illustrator, In Design, Flash, Premier, After Affects), Cinema 4D and Final Cut Pro.</p> <p>High level 2D communication and 3D visualisation skills including graphic and communication design, information design and interaction, typography, photography and digital image creation, graphic layout, print production, online publishing skills; visual research, design and</p>

	concept development; design for 2D/3D environments; drawing and sketching, prototyping; model making and construction.
Relevant Experience	<p>Teaching, supporting and developing creative practices across undergraduate and postgraduate spatial/interior design and/or architecture courses.</p> <p>Experience of professional creative practices, interdisciplinary design projects and user-centred practices in relation to spatial design.</p> <p>Assessment and associated administration of undergraduate and postgraduate students in a creative context.</p> <p>Development of briefs and assessment tasks appropriate to course units.</p>
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
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