

## Job Description and Person Specification

### Job Title - Lecturer in Hair and Make-up for Fashion

Job Description	
<b>College/Service</b> London College of Fashion / School of Media and Communication	<b>Location</b> 40 Lime Grove, London, W12 8EA and relocating to Stratford in 2023
<b>Contract Length</b> Permanent	<b>Hours per week/FTE</b> 22.2 / 0.6
<b>Accountable to</b> Course Leader: BA (Honours) Hair and Make-up for Fashion	<b>Weeks per year</b> p/t
<b>Salary</b> £39,275 to £47,120 pro rata per annum	<b>Grade</b> 5

#### Purpose of role

The Lecturer in Hair and Make-up for Fashion is to undertake teaching, curriculum development, and on-going scholarship on this Fashion Media course. This role requires a candidate that is knowledgeable regarding the contemporary fashion and beauty landscape, and has the relevant academic and or professional practice to be able to contribute to pedagogy and the curriculum in innovative and critical directions, including contextualising and theorising beauty and supporting its important position within the Fashion Media Industry.

### **Purpose of role**

The post-holder will be expected to undertake –

- Delivery of presentations, seminars and activities that share content linked to Hair and Make-up for fashion that is relevant to Fashion Media unit briefs.
- Developing and presenting key academic material and information required for professional practice, providing information that shares expertise in the field of beauty and representation within fashion media.
- 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 maintain a professional level of subject expertise by being aware of relevant industrial and technological developments in the field.
- To support the process of reviewing Fashion Hair and Make-up units and contributing to the identification and validation of new units.
- Responsibility for a year group of undergraduate students' pastoral support, progress and attendance, maintaining records and liaising with colleagues as appropriate
- Pedagogic and curriculum development that stimulate thought and practice that challenge the canon of beauty for fashion media with the aim of promoting diversity and inclusivity.
- The post-holder is expected to uphold and implement the policies and procedures of University of the Arts London and the College.

## **Duties and Responsibilities**

### Teaching

- To undertake teaching as appropriate to your areas of expertise and the subject areas of the Course, Programme or College.
- To stay abreast of research and other developments in hair and make-up for fashion and to ensure that these developments are reflected in the curriculum in consultation with colleagues and within the structures and mechanisms established by the University and the College.

- To extend the level of subject expertise and critical understanding on the Course so as to keep the curriculum at the forefront of critical creative, and professional practice and relevant to a diverse and international range of students.
- To conduct assessment, formative and summative, which is rigorous, fair and clear and complies with the policies established by the University and the College.
- To provide both academic and pastoral support to students, monitoring progress and attendance, and maintaining appropriate records.

#### Professional

- To initiate or engage in pedagogic inquiry and teaching development as required with the specific focus of improving student engagement, experience and progression.
- To participate in the engagement of students in feedback processes, and in consultation with the course team and course leader, respond to the issues raised through this engagement.
- In consultation with the Course Leader, to liaise with other staff to enhance and extend the educational and creative links between the Course and other courses across the Programme, College and University.
- To undertake scholarly activity (including research, knowledge exchange or teaching) relevant to the subject of Hair and Make-up for Fashion.
- To contribute to the devising and delivery of activities (including income generation) which will benefit students' educational experience and graduate outcomes.
- Familiar with debates and research relating to decolonising the curriculum and awarding gaps within the HE Sector (Academic).

#### Quality, Management and Enhancement

- To contribute to strategic planning in relation to the course/programme in areas such as student recruitment, the deployment of resources, research and knowledge exchange.

- To contribute to the monitoring of the quality of teaching and learning through continuous course monitoring and to contribute to quality, management and enhancement activities across the School, College and University.
- To be a member of the Course Committee of the Course and of such other committees, including other course committees and examination boards, as the Dean of School or Head of College require.

#### General

- 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 Staff Charter and Dignity at Work Policy, promoting equality, diversity and inclusion 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.
- To make full use of all information and communication technologies 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).

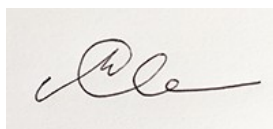
**Key Working Relationships** - Managers and other staff, and external partners, suppliers etc. with whom regular contact is required.

- Students
- Course Leader & Course Team including Hourly Paid Lecturers
- Programme Director
- Assistant Deans
- Programme Administration Manager
- Technical Staff
- Student and Academic Support
- Language Centre
- Counselling Service

**Specific Management Responsibilities**

- Managing Visiting Practitioners and Associate Lecturers
- To undertake general course management responsibilities including assessment, admissions and placements.

Signed



**(Recruiting Manager)**

**[Type in details]**

Date of last review\_\_\_\_\_

## **Job Title – Lecturer: BA (Honours) Hair and Make-up for Fashion**

### **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.

<b>Person Specification</b>		
<b>Means of testing - A=application I=interview T=selection task</b>		
Specialist Knowledge/Qualifications	Undergraduate degree related to art and fashion or associated subject.	A
	Higher degree (e.g. MA) in a creative subject or associated subject (Desirable).	A
	PhD or Higher level research degree (Desirable).	A
	Teaching qualification (PG Cert or equivalent) (Desirable).	A
Teaching	Experience of teaching & assessment in a higher education environment (permanent, fractional, or hourly paid contract).	A

<b>Person Specification</b>		
	<p>Applies an inquiring, innovative and reflexive approach to teaching.</p> <p>Considers equality, diversity and inclusivity in all aspects of teaching and assessment.</p> <p>Shows commitment to understanding the range of students' experiences within a course.</p>	<p>T/I</p> <p>IA</p> <p>IA</p>
Leadership, Management and Teamwork	<p>Collaborates and works effectively within team and across different professional groups.</p> <p>Works effectively and respectfully with a wide range of people.</p>	<p>IA</p> <p>IA</p>
Research, Knowledge Exchange and Professional Practice	<p>Evidence of research, knowledge exchange and/or professional practice that contributes to the advancement of art and fashion activity and is relevant to the goals of the Programme, College and University.</p> <p>Evidence of using contacts within subject peer group to develop partnerships or collaboration.</p> <p>Familiar with debates and research relating to decolonising the curriculum and awarding gaps within the HE Sector.</p>	<p>IA</p> <p>IA</p>
Planning and Managing Resources	Plans, prioritises and manages resources effectively to achieve objectives.	IA



