ual: london college of fashion

JOB DESCRIPTION AND PERSON SPECIFICATION		

Job Title: Academic Support Lecturer

Accountable to: Head of Academic Support, LCF

Contract Length: permanent

Hours per week/FTE: 29.6/0.8

Weeks per year: 52

Salary: £37,265 - £44,708 pro rata pa

Grade: Grade 5

College/Service: London College of Fashion

Location: John Princes Street and other sites

Purpose of Role:

To develop and deliver high quality academic support tailored to the needs and aspirations of students across LCF's courses, enabling students to develop as confident independent learners and to fulfil their academic potential. This will include contributing to specific initiatives that support students transitioning into UAL (pre-enrolment), induction units, and students' progress through undergraduate and postgraduate study.

To apply inclusive academic and pastoral support practices which recognise the diversity of the student population at LCF and demonstrate an understanding of the College's disciplines and pedagogies.

To be a core coordinating and teaching member of the Academic Support Team within the College, and to collaborate effectively both with Programme/Course and other teams in LCF and with academic and student support colleagues in the University.

Duties and Responsibilities:

1. Work closely with the Head of Academic Support, with colleagues in the Academic Support, Language Development and Outreach teams, and in liaison with Programme/Course teams to develop and tailor academic support and learning development activities to the needs of individual students and groups for specified subject/s and level/s of study.

2. Prepare for and deliver group and one-to one teaching sessions associated with academic support and learning development within the College. This may include but is not limited to, teaching and guidance that will:

   - Facilitate students' transition into UK HE and progression through levels of study, enabling the understanding of academic 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 closely with Programme/Course Teams when planning and delivering curriculum-related academic support. This might include co-delivery with course based colleagues and participating in formative assessment processes under the direction of the Head of Academic Support and relevant Programme Director/s as locally agreed.

4. Contribute to the development and application of learning materials, e.g. for Academic Support Online, and make use of the University's VLE and digital learning tools in accordance with IT and pedagogic protocols.

5. Maintain effective and efficient communication with the Head of Academic Support, the Academic Support Administrator/s, students, and colleagues in the College and the University relevant to the role, including through the use of UAL email, information sharing systems and VLE.

6. Assist the Head of Academic Support as required in coordination and promotion of support activities, and in the oversight and support of specified hourly paid staff contributing to the offer.

7. Be familiar with College and University-wide Academic Support provision, Outreach programmes, Library Services, Language Development, and other Student Services including the Disability Service, in order to undertake effective referrals and ensure coherent student support.

8. Undertake academic administration in relation to recording student attendance, completion of tutorial records and progress reports and other administrative tasks pertaining to academic support, as required by the Head of Academic Support.

9. 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 will include attending Programme/Course meetings.

10. Play a key role in the Academic Support Team, attending team meetings and contributing to other team-based activities, and collaborate with student support colleagues across the University. This may include delivering academic support sessions across colleges and other UAL sites.

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

12. Demonstrate a commitment to developing knowledge and undertaking training to support the diversity of UAL students, e.g. in intercultural awareness, assistive technologies and software.

13. 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 Academic Support Team and colleagues in Library Services, Language Development working with the College.   - Programme / Course Teams and colleagues in Outreach and student administration within the College   - Colleagues in other student support services, including the University Disability Service.   - Colleagues in Teaching and Learning, including Digital learning and Careers and Employability.
Specific Management Responsibilities: **Budgets**: N/A **Staff**: N/A **Other:** N/A

Signed:

Date of last review: 27 November 2017

(Recruiting Manager)

Job Title: Academic Support Lecturer   Grade: 5

Person Specification	
Specialist Knowledge/ Qualifications	First degree Teaching qualification Knowledge of academic literacies and learning development
Relevant Experience	Substantial experience of teaching students in one-to-one, small and large group settings, in person and preferably also online, in HE and/or FE Experience of working with people of diverse nationalities, cultures and socio-economic background including students whose first language is not English Experience of working with students with dyslexia and other disabilities and working knowledge of relevant legislation Experience of working in arts education and/or the cultural/creative industries
Communication Skills	Communicates effectively orally and in writing, using IT, audio/visual and digital media, tools and online environments as appropriate, adapting the message for diverse audiences and purposes in an inclusive and accessible way
Leadership and Management	Applies and shares knowledge and experience appropriately to guide and develop colleagues, coordinating and supervising as necessary Evaluates and reports accurately on area of responsibility and contributes constructively to planning and developments Represents and effectively advocates the published values and objectives of the provision in both local and wider contexts
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 academic support and learning development practices
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and managing resources	Plans and prioritises own work in accordance with requirements and in response to changing demand Plans and coordinates resources as necessary in the organisation and

| | delivery of the provision

Contributes to the induction of new staff |
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| Teamwork | Works collaboratively in a team and where appropriate across or with different professional groups |
| Student experience | Builds and maintains positive relationships with students, differentiating support needs appropriately

Analyses data and uses findings to inform improvements to the student experience |
| Creativity, Innovation and Problem Solving | Suggests practical solutions to new or unique problems and develops creative approaches to improve problem resolution |