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Job Description and Person Specification

Job Title - Lecturer in Professional Studies

Job Description	
College/Service London college of Communication (LCC)	Location Elephant & Castle
Contract Length Permanent	Hours per week/FTE 22.2 / 0.6
Accountable to Co-ordinator, Diploma in Professional Studies	Weeks per year Part-time
Salary £38, 694to £45, 221 (£22,216 - £27,853) per annum	Grade 5

Purpose of role

The Diploma in Professional Studies (DPS) is an optional Industrial placement year between the second and fourth year of an undergraduate course. DPS offers students the opportunity to undertake placements, secondments, self-initiated/freelance projects, socially engaged and entrepreneurial activities within the year, working within an extensive and worldwide network of international private, public and third sector organisations.

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Purpose of role

The post-holder will be expected to undertake –

- Innovative teaching in the context of professional design practice, placement opportunity, collaboration, live projects and self-initiated enterprise projects.
- Development of industry relationships, communication channels and projects with UK and global professional and community partners. In particular, providing professional knowledge and expertise in areas relating the Design School's undergraduate courses.
- This responsibility is of immediate strategic importance and may develop or change in the light of new priorities.

Duties and Responsibilities

Teaching

- To undertake teaching that reflects expertise in experiential learning through employability and enterprise, and to provide students with local/global learning experiences linked to the development their professional practice.
- Curriculum development and research relevant to the 8 Design School subject specialisms, and developments in professional, cultural and community organisational practise, 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.
- Development, together with the course co-ordinator, of innovative and engaging assignment briefs, lectures and seminars providing students with critical and analytical skills relevant to enterprising professional practice.
- To contribute to lesson planning, teaching, assessing and curriculum development through new course initiatives and areas of specialism.
- 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.
- To participate in the recruitment, selection, induction and briefing of students in relation to the content and context of the course.

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 develop and maintain new and relevant professional relationships with professional, cultural and community organisations which will benefit and expand student learning
- 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.
- Work with other DPS courses, programmes and research centres across LCC & UAL to determine good practice, collaboration opportunity, professional engagement and common processes and ambitions.
- To undertake scholarly activity (including research, knowledge exchange or teaching) relevant to Design School and Professional Studies.
- To contribute to the devising and delivery of activities (including income generation) which will benefit students' educational experience and graduate outcomes.

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).
- The post-holder is expected to uphold and implement the policies and procedures of University of the Arts London and the College.

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

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

Specific Management Responsibilities

- N/a

Signed _____ **Sarah Temple (Recruiting Manager)**

Date of last review _____ **February 2021**

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Job Title – Lecturer in Professional Services

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.

Person Specification		
Means of testing - A=application I=interview T=selection task		
Specialist Knowledge/Qualifications	Undergraduate degree in relevant subject.	A
	Higher degree (e.g. MA) in relevant subject (Desirable).	A
	PhD or Higher-level research degree (Desirable).	A
	Teaching qualification (PG Cert or equivalent) (Desirable).	A
	Member of the Higher Education Academy (Desirable).	A
Teaching	Experience of teaching & assessment in a higher education environment (permanent, fractional, or hourly paid contract).	ATI

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Person Specification		
	Applies an inquiring, innovative and reflexive approach to teaching.	IA
	Considers equality, diversity and inclusivity in all aspects of teaching and assessment.	IA
	Shows commitment to understanding the range of students' experiences within a course.	
Leadership, Management and Teamwork	Collaborates and works effectively within team and across different professional groups.	IA
	Works effectively and respectfully with a wide range of people.	IA
Research, Knowledge Exchange and Professional Practice	Evidence of research, knowledge exchange and/or professional practice that contributes to the advancement of Professional Studies activity and is relevant to the goals of the Programme, College and University.	IA
	Evidence of using contacts within subject peer group to develop partnerships or collaboration.	IA
Planning and Managing Resources	Plans, prioritises and manages resources effectively to achieve objectives.	IA

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