

JOB DESCRIPTION

Job Title: Lecturer Diploma in Professional Studies

Accountable to: Course Leader DPS

Contract Length: Permanent

Hours per week/FTE: 0.6

Salary: £29,313 - £35,168 (pro rata to £36,642 - £43,961)

Grade: 5

College/Service: Design School, LCC

Location: London College of Communication

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 in the Design School. DPS offers students within the Design School the opportunity to undertake up to three placements and secondments, within the year, from an extensive and worldwide list of internationally renowned design studios, advertising agencies, architectural practices, film production houses, publishing houses, media center's etc. Not only do students undertake internships within the international design community but they also involve themselves with international charitable organisations working on and initiating a variety of activities.

To be responsible to the Course Leader for:

- Undertaking teaching, unit management, curriculum development and research within subject specialisms
- Providing expertise in experiential teaching
- Developing together with the course leader innovative and engaging units, lectures and seminars,
- Contributing significantly to course development, assessment and review
- Contributing to and take responsibility for the learning, teaching and assessment of students, providing academic and pastoral support as necessary, monitoring student progress and maintaining appropriate records.

Duties and Responsibilities

In consultation with academic, administrative, managerial and technical colleagues (as appropriate) to:

Academic

Curriculum Design, Content Organisation and Quality Enhancement

Responsible for lesson planning, teaching, assessing and contributing to curriculum development and new course initiatives within their area of specialism.

Provides academic support to students, monitoring student progress and attendance and maintaining appropriate records.

Contributes to curriculum development and the regular monitoring and review of courses and the quality of the teaching and learning provision.

Learning, Teaching and Assessment

Takes responsibility for the learning, teaching and assessment of students they teach, providing academic and pastoral support as necessary, monitoring student progress and maintaining appropriate records.

Monitors the attendance and performance of students through appropriate systems of tracking and assessment

Contributes to the writing of briefs and teaching and learning materials including course handbooks

Student Support, Guidance, Progression and Achievement

Participates in the recruitment, selection, induction and briefing of students in relation to the content and context of the course.

Entrepreneurship and Enterprise

Operate in a collegiate manner in liaising with appropriate colleagues (i.e. Course Leaders, Enterprise Units & Development Team) in order to contribute to the income generating and related sponsorship activities of the University and College in areas that are directly related to their Course and areas of specialism.

Professional

To have an overview of the admissions process across the College in order to ensure a positive applicant experience.

Contributes to the promotion of the Course at Open Days as well as within and beyond the College

Maintains strong links with related industries and professional bodies, keeping up to date with latest developments in the subject area and maintaining a professional level of expertise in relation to teaching and subject developments in the field

Contributes to the professional and research profile of the Programme and School as an individual and through research groups and / or consultancy projects.

Supports and contributes to the School, Programme, College and University's external profile

Continually updates knowledge of national academic developments and subject knowledge as part of own continuing professional development

Contributes to the exhibition, publication and dissemination of work produced in the course.

Expectations of all UAL Employees

- 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, 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 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

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

- Course Leaders
- Year Leaders
- Colleagues
- External Partners
- Students
- Administrative Staff
- Technical Staff

Specific Management Responsibilities

Budgets: N/A

Staff: N/A

Other (e.g. accommodation; equipment):

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Signed _____ Dr Eva Verhoeven _____ Date of last review _____
(Recruiting Manager)

Job Title: Lecturer Diploma in Professional Studies **Grade: 5**

| Person Specification | |
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| Specialist Knowledge/Qualifications | <ul style="list-style-type: none"> • Relevant undergraduate and post-graduate degree. • PG Cert or equivalent experience desired. • Significant understanding of industrial contexts and placement experience • Knowledge of subject specific research in an academic environment • Extensive Knowledge of delivering placements within a wide subject base. |
| Relevant Experience | <ul style="list-style-type: none"> • Post-graduate/undergraduate teaching and assessment experience • Development and delivery of taught workshops in relevant techniques and processes • Experience of assessment and associated administration of undergraduate students in a creative context. • Development of brief and assessment tasks appropriate to course units. |
| Communication Skills | <ul style="list-style-type: none"> • Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way • Uses appropriate levels of IT skills to enable best use of available information and communication to support learning and organisational effectiveness as necessary for the post. |
| Leadership and Management | <ul style="list-style-type: none"> • Motivates and leads a team effectively, setting clear objectives to manage performance |
| Research, Teaching and Learning | <ul style="list-style-type: none"> • Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity |
| | <ul style="list-style-type: none"> • Applies own research to develop learning and assessment practice |
| Professional Practice | <ul style="list-style-type: none"> • Contributes to advancing professional practice/research or scholarly activity in own area of specialism |
| Planning and managing resources | <ul style="list-style-type: none"> • Plans, prioritises and manages resources effectively to achieve long term objectives |
| Teamwork | <ul style="list-style-type: none"> • Works collaboratively in a team and where appropriate across or with different professional groups |
| Student experience or customer service | <ul style="list-style-type: none"> • Builds and maintains positive relationships with students or customers |

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| Creativity, Innovation and Problem Solving | Suggests practical solutions to new or unique problems |
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Last updated:

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