

**JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Title:</b> Lecturer Design and Technology Placement Learning	<b>Accountable to:</b> Diploma in Professional Studies Coordinator
<b>Contract Length:</b> Permanent	<b>Hours per week/FTE:</b> 0.4
<b>Salary:</b> £37,265 - £44,708 pro rata	<b>Grade:</b> 5
<b>College/Service:</b> London College of Fashion, School of Design and Technology	<b>Location:</b> 100 Curtain Road, London, EC2A 3AA

**Purpose of Role:**

To undertake teaching, unit management, curriculum development and research on the Diploma in Professional Studies course. You will work across the School of Design and Technology to support students in their application for placements and be responsible for the academic delivery and assessment of coursework.

You will work with the Course Leader Diploma in Professional Studies, Course Leaders and Programme Directors before and during the placements. You will have the opportunity to travel to meet with students at their work placement to assess the progression and provide support for academic work.

The post holder will be expected to work across Programmes and must be flexible with some evening sessions and national and international travel.

**Duties and Responsibilities:**

- To undertake a teaching programme, providing both academic and pastoral support to students, monitoring progress and attendance and maintaining appropriate records.
- To contribute to lesson planning, teaching, assessing, course review and curriculum development.
- 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 contribute to research, scholarly activity and or professional practice both individually and through appropriate subject related groups.
- To maintain a professional level of subject expertise by being aware of relevant industrial and technological developments in the field.
- To attend course related meetings and examination boards as required.
- To provide support for the Principal/Senior Lecturer in the management of the programme of teaching and assessment on the Diploma in Professional Studies course
- To support the process of reviewing the Diploma in Professional Studies units and contributing to the identification and validation of new units.
- To fully utilise University and other information and communication technologies in order to facilitate and enhance students' learning experiences and organisational effectiveness.
- To take responsibility as year tutor for student groups as required.
- To undertake general course management responsibilities including assessment, admissions and placements.
- To liaise with Course Leader, Associate Lecturers and Technicians to ensure quality and consistency of delivery across all courses.
- To support the Course Leader in the planning and development of the curriculum and teaching programme for placements.

- Undertake planned internal verification of assessments, providing feedback and guidance on best practice to tutors.
- Secure productive contacts and links with external organisations, employers and agencies that will benefit students on and provide further opportunities for income generation and sponsorship.
- To engage in regular monitoring and review of the quality of the teaching and learning provision in accordance with the procedures of the University.
- 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
- Programme Directors

**Specific Management Responsibilities**

**Budgets:** None

**Staff:** None

**Other** (e.g. accommodation; equipment): Teaching and learning spaces, equipment and other resources as required

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

**Job Title: Lecturer Design and Technology Placement Learning****Grade: 5**

<b>Person Specification</b>	
Specialist Knowledge/ Qualifications	Relevant degree qualification
	Relevant postgraduate (MA/PhD) degree qualification is desirable
	Relevant teaching qualification is desirable
	Relevant professional accreditation in mentoring or coaching is desirable
Relevant Experience	Experience and knowledge of current design and business practices in the fashion industry
	Experience and knowledge of industry engagement with Higher Education institutions and curriculum
	Experience with work placement supervision, mentoring and coaching at HE level is desirable
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

**Last updated: 11 June 2018**