

## JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Lecturer in 'Thinking Teaching'

**Accountable to:** Programme Director,  
PgCert/MA Academic Practice in Art, Design  
and Communication

**Contract Length:** 2 years

**FTE / Hours:** 0.5 FTE / 18.5 hours

**Weeks per year:** 52

**Salary:** £38,010 - £45,603 pro rata  
(£19,005 - £22801.50 as 0.5 FTE)

**Grade:** 5

**College:** Teaching and Learning Exchange /  
Academic Development Services

**Location:** High Holborn and across UAL sites

### Purpose of Role:

To plan, design, deliver and evaluate multiple iterations of the two-day 'Thinking Teaching' course, UAL's introduction to teaching and learning in arts education. To deliver a high quality teaching and learning experience and related support to participants, adjusting course design where necessary. To support participants to make applications to become Associate Fellows of the Higher Education Academy. The person appointed will be responsible to the Programme Director of Academic Practice in Art, Design and Communication.

### Duties and Responsibilities:

- To lead delivery of the two-day 'Thinking Teaching' short course across the University, monitoring progress and attendance and maintaining appropriate records.
- To support participants to make applications for Associate Fellowship of the Higher Education Academy.
- To periodically evaluate and report on the 'Thinking Teaching' course.
- To liaise with Associate Deans of Learning and Teaching in the Colleges to schedule multiple iterations of the course; tailoring bespoke versions for specific stakeholder groups as required.
- To co-ordinate specialist contributions from Academic Practice colleagues.
- To contribute to lesson planning, teaching, assessing, course review and curriculum development.
- 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 developments in the field of creative arts education.
- To attend related meetings and staff development as required.
- To provide support for the Programme Director in terms of record keeping and report writing.
- To liaise positively and effectively with participants and Academic Practice programme team.
- To fully utilise University and other information and communication technologies in order to facilitate and enhance students' learning experiences, and organisational effectiveness.

### General

- To perform such duties consistent with your role as may from time to time be assigned to you

anywhere within the University across different course levels.

- 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 personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
- 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:**

- Head of Arts Education
- Programme Director, Academic Practice
- Programme Director, Curriculum Development
- Educational Developer (Reward and Recognition)
- Course Leader, PgCert Academic Practice
- Academic Practice course team
- Teaching and Learning Exchange Events Officer

**Specific Management Responsibilities**

**Budgets:** n/a

**Staff:** Facilitate the contribution of other lecturers from the Academic Practice team.

**Other:**

- Assure with the help of the Teaching and Learning Exchange Events Officer and the appropriate technical services the specific accommodation and resourcing of teaching and learning for which you are responsible.

Signed: 

Date of last review: 01.10.18

**Job Title:****Lecturer, 'Thinking Teaching'****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**

Specialist Knowledge/ Qualifications	<p>Expertise in higher education teaching and learning, with a focus on inclusive teaching practices.</p> <p>Relevant qualifications:</p> <ul style="list-style-type: none"><li>• Undergraduate degree in arts / social sciences / humanities.</li><li>• Postgraduate degree.</li><li>• PgCert in Higher Education Teaching and Learning.</li><li>• Fellowship of the Higher Education Academy.</li></ul> <p>—</p> <p>Ability to provide support and help to students, undertaking health and safety duties and responsibilities appropriate to the post.</p> <p>Willing to commit to the University's Equal Opportunities Policy, together with an understanding of how it operates within the responsibilities of the post.</p>
Relevant Experience	<ul style="list-style-type: none"><li>• Teaching/running education development sessions/courses in HE.</li><li>• Teaching on a PgCert in education.</li></ul>
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 curriculum effectively, setting clear objectives to support learning.
Research, Teaching and Learning	Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity.
	Applies own research or scholarship 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	Builds and maintains positive relationships with participants.
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

**Last updated – 1 October 2018.**