

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Lecturer in Womenswear 3D Development and Realisation

Accountable to: Course Leader, Programme Director

Contract Length: Fixed term (6 months in the first instance)

Hours per week/FTE: 0.8

Weeks per year: All

Salary: £37,265 - £44,708 pro rata pa

Grade: 5

College/Service: London College of Fashion, School of Design and Technology

Location: 100 Curtain Road, London EC2A 3AA

Purpose of Role:

The post holder will contribute to the undergraduate Fashion Design Technology: Womenswear course, undertake teaching, assessment, unit management, curriculum development, tutorials and research.

Working as part of a team, the post holder will be required to deliver lectures/seminars and practical demonstrations underpinned by the interrelationship between design and 3D development and realisation related to womenswear.

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 Course Leader and Programme Director in the management of the programme of teaching and assessment in Fashion and related academic studies within the course.
- To support the process of reviewing course 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 and admissions.
- To liaise with Course Leader, Hourly Paid Lecturers and Technicians to ensure quality and consistency of delivery across the course.
- To support the Course Leader in the planning and development of the curriculum and teaching programme for the course
- To undertake planned internal verification of assessments, providing feedback and guidance on best practice to

tutors.

- To 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 Leader
- Programme Director
- Dean and Associate Dean of School
- Associate Lecturers
- Technicians
- Academic Support staff

Specific Management Responsibilities

Budgets: No

Staff: No

Other No

Signed _____ Date of last review _____
(Recruiting Manager)

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Specialist Knowledge/ Qualifications	Relevant degree qualification
	Relevant teaching qualification is desirable
	Relevant masters degree or PhD is desirable
Relevant Experience	Teaching and learning experience and / or equivalent industry experience in related area
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
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: 20/03/2018