

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Lecturer in Creative Communications – School of Design and Technology

Accountable to: Creative Director – School of Design & Technology

Contract Length: Permanent

Hours per week/FTE: 0.6

Weeks per year: AYR

Salary: £36, 642- £43, 961 pro rata pa

Grade: 5

College/Service: London College of Fashion

Location: 100 Curtain Road, London, EC2A 3AA

Purpose of Role:

To undertake teaching, project management, curriculum development and research within the areas of design development and creative communication styles within the School of Design and Technology.

The role will see you working across the wide variety of creative and practical courses within the School, supporting student's development in regards to their communication and presentation skills base, in addition to working with the Creative Director on new initiatives, events, publicity materials and managing dissemination initiatives.

The person appointed will be accountable to the Dean of the School of Design & Technology through the Creative Director for the School of Design and Technology.

Duties and Responsibilities:

- To have extensive creative design development, presentation and communication skills applicable to the fashion industries and related media organisations.
- 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, with specific knowledge of IT and CAD programmes used within the design development and communication/presentation processes.
- To attend course related meetings and examination boards as required.
- To provide support for the Creative Director in the management of projects and initiatives.
- To support the process of reviewing appropriate 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 liaise with the Creative Director and Hourly Paid Lecturers to ensure quality and consistency of delivery across all courses.

- To support the Creative Director in the planning and development of the curriculum and teaching programme across the School.
- To contribute to teaching and assessment of theoretical units of study within the curriculum where required.
- To undertake planned internal verification as required.
- To secure productive contacts and links with external organisations, employers and agencies that will benefit students 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 and across different course levels.
- To undertake teaching and related activities overseas where assigned by the UAL.
- 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.

Creative Director, School of Design & Technology
Lecturer in Art and Drawing for Fashion
Course Leaders
Associate Lecturers
Fashion Industry

Specific Management Responsibilities

Budgets: No
Staff: No
Other: Accommodation and equipment as appropriate

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: Lecturer in Creative Communications**Grade: 5****Person Specification**

Specialist Knowledge/ Qualifications	<p>Essential: Creative Communications such as creating a portfolio, sketchbook, visual diary or concept, page layout, presentation of work, real and digital, from commercial to creatively / original ways of doing so.</p> <p>Desirable: Social media presence and profile design, website design and interface. Event planning and media connections.</p>
Relevant Experience	<p>Essential: Working with students on the communication of their process and final works through sketchbook, visual diaries, portfolios etc. Fluent in Photoshop and In-Design. An excellent knowledge of and experience in graphic design and communication. Experience in print and digital communication. Worked or working with media, fashion, art or relating to. A current and on going professional practice that demonstrates the above.</p> <p>Desirable: Fluent in Adobe illustrator + other design and moving image computer packages. Able to draw and illustrate by hand and in CAD.</p>
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: 01/02/17