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Job Description

Associate Lecturer, BSc Creative Computing

Job Description	
College/Service Creative Computing Institute	**Location** Peckham
Contract Length Fixed-Term	**Hours per week/FTE** Various
Accountable to Course Leader	**Weeks per year** Various
Salary Hourly Paid	**Grade** 5

Job Description
Purpose • To deliver high quality learning practice and related support to students on specified programmes or courses, in the context of prevailing policies and procedures, curriculum content, established learning outcomes and teaching methodologies. • To provide up-to-date knowledge, expertise and experience of professional practice and/or research in a specific specialist subject area.
Duties and responsibilities The duties and responsibilities below are the normal expectations associated with the **comprehensive hourly rate** (CHR) which is payable in respect of each student contact hour (see guidance note for further details).

Job Description

- To prepare for and deliver learning experiences to specified groups of students, by providing structured learning experiences including, induction sessions, classes, tutorials, lectures, seminars, workshops, auditions, rehearsals, studio critiques and student presentations (including degree shows). See guidance note (a).
- To ensure studio and teaching spaces are adequately prepared for their teaching session and leave them in similar condition. See guidance note(b).
- To work as part of the course team, under the direction of the line manager, participating in the formative and summative assessment. See guidance note (c).
- To undertake academic administration in relation to reporting on attendance, completion of tutorial records and progress reports as well as other tasks associated with course organisation related to their contracted formal teaching and learning delivery. See guidance note (d).
- To contribute to course development and quality processes through engagement in course planning meetings, course/Programme committees/Boards, end of unit review and, where appropriate, annual course monitoring. (The extent of attendance at meetings should be proportionate to the number of contact hours being delivered). See guidance note (e).
- To maintain reasonable, effective and efficient communication with their line manager, other colleagues and students (including through the use of the University's email system and student virtual learning environments as appropriate).

General

- 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 Staff Charter and Dignity at Work Policy, promoting equality, diversity and inclusion 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 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.

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

Additional duties

The duties below are additional to those included in the comprehensive hourly rate. Where these duties are agreed, they will be paid as additional remuneration at the **basic hourly rate** (BHR) -

- Revalidation meetings.
- Participating in staff development and training activities in relation to priorities set by the College and/or Line Manager.
- Additional assessment beyond that expected as part of the contracted teaching activity.
- Extensive contributions to Moodle (or other VLE) materials (beyond teaching plans, timetables, notifications to students, project briefs).
- Participation in forward-looking curriculum development meetings.
- Contribute to recruitment, open days, student interviews/auditions and portfolio review.

To organize non-standard student learning activities, including those personally delivered or on behalf of colleagues, such as study trips, external projects and placements.

Signed_____ **Anna Troisi**

Date of last review_____

17/06/2022

Guidance Note

Comprehensive hourly rate (CHR) – is the Basic Hourly Rate x 2.25

Basic hourly rate (BHR) – this is calculated at the appropriate Lecturer annual salary point ÷ 1591 (annual contractual working hours of full-time lecturers)

Further details can be found at Annex N of the Local Pay Agreement as amended July 2012.

The Comprehensive hourly rate is payable in respect of each hour's formal scheduled teaching together with the duties associated with that teaching as outlined under the duties and responsibilities in the job description.

Each guidance note below refers to the corresponding part of the Associate Lecturer job description.

a) This represents the core learning and teaching experience for the student and would normally represent one hour of timetabled formal scheduled teaching (FST).

b) The tutor should arrive before the start of the teaching session and be satisfied that the space is effectively prepared for students to engage in learning. The space is to be left in a similar condition at the end of the session.

c) This would involve (often with other academic colleagues) reviewing and evaluating ongoing student work giving appropriate developmental advice.

d) It also involves marking finished student work and then giving appropriate feedback and writing brief assessment reports. (See expectations for on-site presence for assessment below).

Guidance Note

e) This would include monitoring attendance and reporting to the line manager any issues / giving appropriate feedback to students.

f) Course planning / evaluation and team meetings normally take place during the period immediately before and after the teaching cycle or term. Where meetings are essential, e.g. course committees, and Exam Boards, and fall outside this immediate time-frame, ALs must be advised at the time of signing the contract and their agreement obtained.

Such planning meetings would not normally exceed 2-3 meetings per term and should be proportionate to the overall AL hours. ALs would not normally be expected to attend outside of their teaching days. They should also be advised of the timing of such meetings at the time of signing their contract and work plan each year.

Expectations of on-site presence for assessment

The expectations of on-site presence for assessment depend on the nature of the teaching delivery and assessment methods. There are three categories as follows -

Theory-based disciplines with no practical assessments
In these units, assessments can be completed away from the workplace and on-site presence in addition to teaching will be limited to key meetings outlined in the above guidance.

Studio or practice-based disciplines where assessment is written / on-line
In these units, assessment can be mostly completed away from the workplace but up to 10% (of non-contact hours) on-site attendance to undertake some assessment may be expected.

Guidance Note
Studio or practice-based disciplines where on-site assessment is required
This is where assessment is primarily of practice and/or performance based work, and can only reasonably take place in a studio, theatre or other workplace/arts-based setting. In units where this applies an AL may be expected to work on-site for up to 30% of non-contact hours, to undertake assessment, as part of the CHR. Assessment requirements beyond 30% on-site attendance will be paid as additional duties at the BHR.
Additional duties These points should be read in conjunction with the additional duties in the job description and the following points are numbered accordingly. Point (i)   E.g. Meetings to discuss future subject development in preparation for revalidation or new subject development or major modifications to units within existing courses. Point (ii)   E.g. Helping to set up Moodle (or other VLE) sites for the first time or significantly rearranging an existing Moodle site. Point (iii) E.g. An AL may be asked to support the course team due to large application rates to courses or to cover for staff who would normally be scheduled to undertake interviews or portfolio reviews. Point (iv) E.g. Where an AL may be asked to undertake a substantial amount of course or teaching related organization.

Guidance Note
Worked example

An AL with 2 years' service is contracted to teach 80 hours at spine point 31

- Their total working hours are - 180 (80 x 2.25)
- Teaching (contact) hours - 80
- Non-contact hours - 100

If teaching on a studio or practice–based unit where assessment is necessarily undertaken on-site, they can be expected to work up to 30% (30 hours) of their non-contact hours on-site, undertaking assessment.

If, for example, the AL is asked additionally to attend a recruitment open day for 7 hours they would be paid 7 hours of the basic hourly rate (BHR).

Job Title: Associate Lecturer, BSc Creative Computing
Grade: 5

Shortlisting will be based on evidence (with appropriate examples where necessary) you provide in your personal statement to demonstrate clearly how you meet the following criteria.

Person Specification	
Specialist Knowledge/ Qualifications	Detailed knowledge of the theory & practice of Creative Computing BA or equivalent degree in Creative Computing MA or equivalent higher degree in Creative Computing **(desirable).**
Relevant Experience	Extensive experience in creative computing practice and good experience of teaching at HE level.
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.

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