

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:

Lecturer in Academic Language and Language Acquisition Skills

Accountable to: Course Leader

Contract Length: Permanent

FTE: 0.6

Weeks per year: AYR

Salary: £36,243-£43,483 pro rata pa

Grade: 5

College/Service: London College of Fashion / International

Location: 272 High Holborn, London, WC1V 7EY

Purpose of Role:

To undertake teaching, unit management, curriculum development and research for the International Introduction to the Study of Fashion (FE Level 3) course.

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 the Language Centre, 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 in the management of the programme of teaching and assessment in International Introduction to the Study of Fashion (FE Level 3).
- To support the process of planning, reviewing and developing the curriculum and taught 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 for student groups as required.
- To undertake general course management responsibilities including assessment.
- To liaise with Course Leader, Hourly Paid 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 International Preparation for Fashion

- 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, Course Administrator, Site Administrator, Language Centre

Specific Management Responsibilities

Budgets: None

Staff: None

Other: Accommodation; equipment as appropriate

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: Lecturer in Academic Language and Language Acquisition skills
Grade: 5

Person Specification

Specialist Knowledge/ Qualifications	DELTA or MA Applied Linguistics, ELT or TESOL which involves the required level of observed teaching practice to offer the status of TEFLQ <hr/> An Art and Design and/or Fashion Background
Relevant Experience	Experience of managing and supporting a cohort of students with a diverse range of English language abilities
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: 1/7/16