

Job Description and Person Specification

Academic Support Lecturer

Job Description	
College/Service London College of Communication	Location Elephant & Castle
Contract Length Permanent	Hours per week/FTE 29.6 hours/0.8 fte
Accountable to Head of Academic Support	Weeks per year 52 weeks
Salary £31,420-£37,696 p.a. [£39,275-£47,120 per annum pro rata]	Grade 5

Purpose of role

Academic Support Lecturers are responsible for teaching and ongoing scholarship within **academic support / learning development in art and design subject areas**. This role exists to develop and deliver high-quality study support tailored to the needs of individual students, student groups and specific subject areas, enabling students to develop as confident independent learners and to fulfil their academic potential. LCC Academic Support is part of the **Progression, Attainment and Support unit** at **London College of Communication**. The post-holder will work collaboratively within the Academic Support team and collaborate effectively with Programme and Course Teams and other Academic Support colleagues in the University, deploying specialist expertise to develop pedagogy in innovative and critical directions.

Purpose of role

The post-holder will be expected –

- To work closely with the Head of Academic Support, colleagues in the Academic Support team and Programme/Course Teams to implement the cross-college Library and Academic Support Strategy and to develop and tailor study support and learning development activities to the needs of individual students and groups for specified courses/disciplines.
- To undertake responsibility for designing and providing embedded support to students within one or more of the College's three Schools.
- To deliver teaching with the aim of promoting diversity and inclusivity.
- This responsibility is of immediate strategic importance and may develop or change in the light of new priorities.
- The post-holder is expected to uphold and implement the policies and procedures of University of the Arts London and the College.

Duties and Responsibilities

Teaching

- To prepare for and deliver teaching sessions associated with study support and learning development within the College and possibly across the University. This may include, but is not limited to, teaching and guidance to:
 - Facilitate students' transition into UK HE and progression through levels of study, enabling the understanding of study requirements such as evidencing learning outcomes, decoding assignment briefs, giving and receiving critical feedback, and reflective practices.
 - Develop relevant academic literacies, including practical and critical approaches to reading and writing; understandings of academic vocabulary, conventions and appropriate forms; research skills and information management, digital and applicable numeracy skills.

- Enhance awareness and abilities that contribute to students' personal and professional development and underpin effective study, such as planning and time management, speaking and presentation skills; working in groups and across subjects.
- To work as part of the expanded Programme/Course Team when delivering study support. This will include participating in meetings and other course-related processes under the direction of the Head of Academic Support and/or the relevant Programme/Course Director as locally agreed.
- To contribute to the development and use of learning materials, making use of the University's virtual learning environment (VLE) and e-learning tools in accordance with IT and pedagogic protocols.
- To stay abreast of research and other developments in **academic support / learning development within art and design subject areas** and to ensure that these developments are reflected in consultation with colleagues and within the structures and mechanisms established by the University and the College, undertaking staff development appropriate to the role and participating in professional networks.
- To extend the level of subject expertise and critical understanding of academic support / learning development so as to keep our work at the forefront of **critical creative** practice and relevant to a diverse and international range of students.

Professional

- To maintain effective and efficient communication with students, colleagues within the team and across the College and the University relevant to the role, including through the use of the University's email system and VLE.
- To be familiar with how the College's Academic Support provision connects with other student support services, including the Disability Service, Library Services and Language Centre, in order to undertake effective referrals, and be willing to deliver study support sessions at other sites in the University.

- To undertake academic administration in relation to reporting student attendance, completion of tutorial records and progress reports and other administrative tasks pertaining to study support as required by the Head of Academic Support and Programme/Course Teams.
- To participate in the engagement of students in feedback processes, and, in consultation with the team and Head of Academic Support, respond to the issues raised through this engagement.
- In consultation with the Head of Academic Support, to liaise with other staff to enhance and extend the educational and creative links between Academic Support and courses across Programmes, the College and the University.
- To undertake scholarly activity (including research, knowledge exchange or teaching) relevant to **academic support / learning development in arts and design subject areas**.
- To contribute to the devising and delivery of activities (including income generation) which will benefit students' educational experience and graduate outcomes.
- To be familiar with debates and research relating to decolonising the curriculum and awarding gaps within the HE Sector (Academic), and play an integral role in addressing awarding gaps through own teaching and related activities, as required by the University's Access and Participation Plan (APP).

Quality, Management and Enhancement

- Contribute to the monitoring and review of Academic Support as part of the University's quality assurance processes and contribute to course developments as required by the Head of Academic Support, providing guidance and advice to Programme/Course Teams on matters related to Academic Support. This may include attending Programme/Course meetings.

- To contribute to the monitoring of the quality of teaching and learning and to contribute to quality, management and enhancement activities across the College and University.
- Play a key role in the LCC Academic Support Team, attending team meetings and contributing to other team-based activities, and collaborate with Academic Support colleagues across the University.

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).

Key Working Relationships

- Students
- Head of Academic Support & Academic Support Team in College, including Hourly Paid Lecturers, and colleagues working in Academic Support across UAL
- Programme/Course Teams and colleagues within the College that work in Widening Participation, Outreach, Quality etc.
- Assistant Dean of Progression, Attainment and Support
- Colleagues in other student support services, including Disability Services, Library Services, the Language Centre and Counselling Service
- Teaching and Learning Exchange and e-learning colleagues

Specific Management Responsibilities

- None

Signed

[By email] (Christie Johnson)

Date of last review

31 August 2021

Academic Support Lecturer

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		
Means of testing - A=application I=interview T=selection task		
Specialist Knowledge/Qualifications	Undergraduate degree in Art, Design, Media or Screen related subject, or associated subject.	A
	Higher degree (e.g. MA) in Art, Design, Media or Screen related subject, or associated subject (Desirable).	A
	PhD or Higher level research degree (Desirable).	A
	Teaching qualification (PG Cert or equivalent) (Desirable).	A
	Member of the Higher Education Academy (Desirable).	A
	Knowledge of inclusive practices in pedagogy and student support	AIT
	Monitoring and assessing learning, giving feedback and guidance	AI

Teaching	Experience of teaching & assessment in a higher education environment (permanent, fractional, or hourly paid contract).	AIT
	Applies an inquiring, innovative and reflexive approach to teaching.	AI
	Considers equality, diversity and inclusivity in all aspects of teaching and assessment and can show evidence of how equality, diversity and inclusivity has informed planning for, delivering and evaluating own teaching and learning practices.	AI
	Shows commitment to understanding the range of students' experiences across a variety of different courses.	AI
	Experience of designing and delivering educational activities and of implementing strategies to improve retention, attainment and progression within HE and/or FE.	AI
	Experience of working with students from a wide variety of backgrounds, including students whose first language is not English.	AI
Leadership, Management and Teamwork	Collaborates and works effectively within team and across different professional groups.	AI
	Works effectively and respectfully with a wide range of people.	AI

Research, Knowledge Exchange and Professional Practice	Evidence of research, knowledge exchange and/or professional practice that contributes to the advancement of own areas of creative practice and/or learning development and is relevant to the goals of Academic Support, the College and the University.	AI
	Evidence of using contacts within subject peer group to develop partnerships or collaboration.	AI
	Familiar with debates and research relating to decolonising the curriculum and awarding gaps within the HE Sector.	AI
Planning and Managing Resources	Plans, prioritises and manages resources effectively to achieve objectives.	AI