

**JOB DESCRIPTION & PERSON SPECIFICATION**

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| <b>Job Title:</b> Lecturer, Design for Visual Communication                       | <b>Salary:</b> £22,359 - £26,824 (pro rata to £37,265 - £44,708) |
| <b>Contract Length:</b> Permanent   | <b>Hours/FTE:</b> 0.6 FTE  |
| <b>Grade:</b> 5   | <b>Location:</b> Elephant and Castle                             |
| <b>Accountable to:</b> Course Leader, PG Cert/Dip Design for Visual Communication | <b>College/Service:</b> London College of Communication          |

**Purpose of Role:**

- To undertake the role of Lecturer in Design for Visual Communication for PG Certificate and Diploma levels taking responsibility for the delivery of relevant units and other related duties as determined by the Course Leader and/or Programme Director.
- Provide expertise in design for visual communication.
- Developing together with the course leader innovative and engaging units, projects, presentations, workshops, lectures and seminars
- Contributing to and take responsibility for the learning, teaching and assessment of students, providing academic and pastoral support as necessary, monitoring student progress and maintaining appropriate records.
- Contributing significantly to course development, assessment and review
- To work with students in exploring and creating in the field of design and visual communication.
- To undertake teaching, curriculum development and research within design.
- Contribute to ensuring that a high quality student experience is delivered on the course
- Contribute to the development of the practice of design through research, professional and/or scholarly practice and engage in the wider research and educational community of the Design School

**Duties and Responsibilities**

**Academic**

In consultation with academic, administrative, managerial and technical colleagues (as appropriate) to:

*Curriculum Design, Content Organisation and Quality Enhancement*

- Responsible for lesson planning, teaching, assessing and contributing to curriculum development and new course initiatives.
- Provides academic support to students, monitoring student progress and attendance and maintaining appropriate records.

*Learning, Teaching and Assessment*

- Takes responsibility for the learning, teaching and assessment of students they teach, providing academic and pastoral support as necessary, monitoring student progress and maintaining appropriate records.
- Monitors the attendance and performance of students through appropriate systems of tracking and assessment
- Contributes to the writing of projects and teaching and learning materials including course handbooks

*Student Support, Guidance, Progression and Achievement*

- Participates in the recruitment, selection, induction and briefing of students in relation to the content and context of the course.

**Entrepreneurship and Enterprise**

- Operate in a collegiate manner in liaising with appropriate colleagues (i.e. Course Leaders, Enterprise Units & Development Team) in order to contribute to the income generating and related sponsorship activities of the University and College in areas that are directly related to their Course and areas of specialism.

**Professional**

- Maintains strong links with related industries and professional bodies, keeping up to date with latest developments in the subject area and maintaining a professional level of expertise in relation to teaching and subject developments in the field.
- To have an overview of the admissions process across the College in order to ensure a positive applicant experience.
- Contributes to the promotion of the Course at Open Days as well as within and beyond the College
- Contributes to the professional and research profile of the Course, Programme and School as an individual and through research groups and / or consultancy projects.
- Supports and contributes to the School, Programme, College and University's external profile
- Continually updates knowledge of national academic developments and subject knowledge as part of own continuing professional development
- Contributes to the exhibition, publication and dissemination of work produced in the course.

**Expectations of all UAL Employees**

- 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
- Developing together with the course leader innovative and engaging units, projects, presentations, workshops, lectures and seminars
- 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 Teams within the Graphic Design Communication Programme
- Programme Director
- Academic Support Team
- Staff from UAL and LCC student services teams
- LCC Marketing and Communications Team

**Specific Management Responsibilities**

**Budgets:** N/A

**Staff:** N/A

**Other** (e.g. accommodation; equipment): N/A

| Specialist Knowledge/Qualifications | <ul style="list-style-type: none"> <li>• Relevant undergraduate and postgraduate degree</li> <li>• PGCHE or equivalent experience desired or a willingness to undertake the UAL PG Cert within two years of starting.</li> <li>• Strong industry or equivalent experience.</li> <li>• Strong knowledge of design for visual communication and neighbouring fields.</li> <li>• Proficiency in tools, platforms or processes relevant to design for visual communication and associated subjects.</li> <li>• Knowledgeable in contemporary developments of design and/or design education.</li> </ul> |
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| Relevant Experience                 | <ul style="list-style-type: none"> <li>• Teaching and assessment experience desirable.</li> <li>• Experience in applied or industry practice desirable.</li> <li>• Experience of assessment and associated administration.</li> <li>• Development and delivery of taught workshops in relevant techniques and processes</li> </ul>  |
| Communication Skills                | <ul style="list-style-type: none"> <li>• Communicates effectively orally and in writing, adapting the message for a diverse audience in an inclusive and accessible way</li> <li>• Uses appropriate levels of IT skills to enable best use of available information and communication to support learning and organisational effectiveness as necessary for the post.</li> </ul>  |
| Leadership and Management           | <ul style="list-style-type: none"> <li>• To provide credible mentorship and leadership to mature learners and people seeking a career change.</li> </ul>  |
| Research, Teaching and Learning     | <ul style="list-style-type: none"> <li>• Applies innovative approaches to leadership, teaching, learning and/or professional practice to support excellent teaching, pedagogy and inclusivity</li> <li>• Applies own research to develop learning and assessment practice</li> </ul>  |
| Professional Practice               | <ul style="list-style-type: none"> <li>• Contributes to advancing research and scholarly activity in own area of specialism</li> <li>• Commitment to own development through effective use of the University's appraisal scheme and staff development</li> </ul>  |
| Planning and managing resources     | <ul style="list-style-type: none"> <li>• Plans, prioritises and manages resources effectively to achieve long-term objectives.</li> </ul>   |

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| Teamwork                                   | Works collaboratively in a team and where appropriate across or with different professional and academic groups |
| Student experience or customer service     | Builds and maintains positive relationships with students and other stakeholders                                |
| Creativity, Innovation and Problem Solving | Suggests practical solutions to new or unique problems  |

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

**Last updated: Sep 2020**

**HERA Ref – 001127**