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| JOB DESCRIPTION AND PERSON SPECIFICATION |
| **Job Title:** Lecturer in Business | **Salary** £37,265 - £44,708 pa |
| **Contract Length:** Permanent | **Hours/FTE:** 0.4 |
| **Grade:** 5 | **Location**Lime Grove London W12 8EA |
| **Accountable to** Course Leader, LCF International Introduction to the Study of Fashion | **College/Service:** London College of Fashion / International Office |
| **Purpose of Role** To undertake teaching, unit management, curriculum development and research in the Fashion Business Pathway. Working as part of a committed team, you will deliver creative content that is regularity updated to reflect the latest industry developments, to a diverse cohort. To have extensive subject knowledge including: Fashion Business, Fashion Marketing, Fashion Branding and Buying / Merchandising.  |
| **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 College’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.
* To attend course related meetings and examination boards as required.
* To provide support for the Course Leader in the management of the programme of teaching and assessment.
* To support the process of reviewing the subject 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 as year tutor for student groups as required.
* To undertake general course management responsibilities including assessment, admissions and placements.
* To liaise with academic staff 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.
* To undertake planned internal verification of assessments, providing feedback and guidance on best practice to tutors.
* To secure productive contacts and links with internal higher education academic staff in order to benefit students and to secure progression opportunities to higher education study.
* To undertake income generation and sponsorship activities as appropriate.
* 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.
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| Key Working RelationshipsDean, Programme Director, Course Leader, other academic staff, technicians and administrative support, as appropriate.  |
| Specific Management ResponsibilitiesBudgets: N/A Staff: N/AOther: Accommodation, equipment as required |
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**Job Title:**

**Grade: 5**

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| Person Specification  |
| Specialist Knowledge/Qualifications | *Relevant Degree Qualification**Specialist Knowledge in the creative communication of Fashion Business* |
| Relevant Experience  | *Teaching across the subject areas Fashion Business* *Working with International Students*  |
| 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: 22/06/18**