

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Lecturer: BA Magazine Journalism and Publishing MA Publishing	Accountable to: Course Leader, BA Magazine Publishing and Journalism
Contract Length: Permanent	Hours per week/ FTE: 1.0
Salary: £41,454 - £49,534 per annum	Grade: 5
College/ Service: London College of Communication	Location: Elephant and Castle

Purpose of role

The Lecturer in Publishing will contribute to teaching, curriculum development and scholarship within the Journalism and Publishing Programme at London College of Communication. The post-holder will be a member of course teams on BA Magazine Journalism and Publishing and MA Publishing, deploying expertise in magazine and book publishing to develop pedagogy and the curriculum in innovative and critical directions.

The post-holder will be expected to undertake:

- Teaching and curriculum development on a range of theoretical and practical aspects of publishing, such as theories relevant to publishing, magazine journalism, innovation, media and creative industries as well as professional development and employability, at both undergraduate and postgraduate level.
- Responsibility for academic and pastoral support of undergraduate and postgraduate students, including monitoring progress and attendance, maintaining records and liaising with colleagues as appropriate.
- To contribute up to date knowledge and skills relevant to publishing through scholarly practice or research.

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:

- Contribute to the development and delivery of magazine and book publishing teaching at undergraduate and postgraduate level.
- Within the overall framework set by the Course Leaders undertake unit management responsibilities including curriculum design, reading list development, lesson planning, teaching, assessment and associated administration as well as year leading responsibilities.
- Supervise students at BA and MA level to achieve their best in relation to final major projects – engaging with different forms of projects from dissertations, artefact research reports and business research and supporting a wide range of different topics and angles as chosen by the students as well as supporting their access and use of academic literature and their research design and execution of primary research methodologies
- To manage a variety of learning environments, including collaborative projects, workshop-

style teaching activities, one-to-one supervisions, team teaching and lectures and seminars, to meet the needs of the curriculum.

- To provide both academic and pastoral support to students, monitoring progress and attendance, and maintaining appropriate records.
- Make full use of all information and communication technologies in order to develop blended learning as well as to facilitate and enhance students' learning experiences.
- To stay abreast of research and other developments publishing and to ensure that these developments are reflected in the curriculum in consultation with colleagues and within the structures and mechanisms established by the University and the College.
- To make connections with the industry to bring in guest speakers and support networking events for students.
- To extend the level of subject expertise and critical understanding on the publishing courses so as to keep the curriculum at the forefront of professional practice and relevant to a diverse and international range of students.
- To conduct assessment, formative and summative, which is rigorous, fair and clear and complies with the policies established by the University and the College.
- To focus on aspects of attainment and inclusivity as well as facilitate decolonisation of the curriculum, integrate concepts of compassionate curriculum and facilitate applications of creative attributes and digital creative attributes frameworks through teaching practice.

Professional

- To initiate or engage in pedagogic inquiry and teaching development as required with the specific focus of improving student engagement, experience and progression.
- To participate in the engagement of students in feedback processes, and in consultation with the course team and course leader, respond to the issues raised through this engagement.
- In consultation with the Course Leaders, to liaise with other staff to enhance and extend the educational and creative links between the publishing courses and other courses across the Programme, College and University.
- To support as required the running of the course and connecting with other University department such as the technical teams or the applications teams as needed
- To undertake scholarly activity (including research, knowledge exchange or teaching) relevant to publishing.
- To contribute to the devising and delivery of activities and projects (including income generation) which will benefit students' educational experience and graduate outcomes.

Quality, Management and Enhancement

- To contribute to strategic planning in relation to the course/programme in areas such as student recruitment, the deployment of resources, research and knowledge exchange.
- To contribute to the quality of teaching and learning through continuous course monitoring and to contribute to quality, management and enhancement activities across the School, College and University.
- To attend the Course Committee and examination boards and other course or college committees, as the Dean of School or Head of College require.

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 Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To undertake continuous personal and professional development 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 to reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016-2022).

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Students
- Course Leaders and Course Team including Hourly Paid Lecturers
- Programme Director
- Programme Administration Manager and members of the administration team
- Technical Staff
- Academic Support team
- Staff from UAL and LCC student services teams

Specific Management Responsibilities

Signed:

(Recruiting Manager):

Date of last review: **[insert details]**

Job Title: Lecturer:

BA (Honours) Magazine Journalism and Publishing

MA Publishing

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 A=application I=interview S=selection task

Specialist Knowledge/Qualifications	Undergraduate degree in a relevant subject.	A
	Postgraduate qualification	A
	PhD or higher-level research degree, or in process of doing a PhD. (Highly desirable).	A
	PG Cert in HE or equivalent or willingness to undertake the qualification.	A
	Membership of the Higher Education Academy or willingness to work towards this.	A
	Specialist knowledge of a range of theoretical and practical aspects of magazine and book publishing.	AIS
	Knowledge of different magazine and book sectors (Desirable).	A
Teaching	Some experience of teaching and assessment in HE in a relevant subject area (desirable)	A

	<p>Some experience of curriculum development and design and academic and pastoral support in an HE environment with a commitment to student experience, engagement and attainment.</p> <p>Considers equality, diversity and inclusivity in all aspects of teaching and assessment.</p> <p>Experience supporting students in developing academic reading and writing skills and directing them to relevant academic readings and reports from professional organisations</p> <p>Applies an inquiring, innovative and reflexive approach to teaching and learning that is responsive to the experiences and needs of different learners.</p>	<p>IA</p> <p>IA</p> <p>AI</p> <p>AIS</p>
Leadership, management and teamwork	<p>Collaborates and works effectively within teams and across different professional groups.</p> <p>Works effectively and respectfully with a wide range of people.</p>	<p>IA</p> <p>IA</p>
Research, Knowledge Exchange and Professional Practice	<p>Contributes to advancing research and scholarly activity and/or professional practice in publishing, media and related disciplines.</p> <p>Commitment to own development through effective use of the University's appraisal scheme and staff development.</p> <p>Applies own research and or/professional practice to develop learning and assessment practice.</p>	<p>IA</p> <p>IA</p> <p>AIS</p>
Planning and managing resources	<p>Plans, prioritises and manages resources effectively to achieve objectives.</p>	<p>IA</p>

Last Updated: **[insert details]**