

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> Lecturer and Year Leader, BA Graphic Design	<b>Accountable to:</b> Course Leader/Programme Director	
<b>Contract Length:</b> Permanent	<b>FTE:</b> 0.6 FTE	<b>Weeks per year:</b> All
<b>Salary:</b> £36,642 to £43,961	<b>Grade:</b> 5	
<b>College:</b> Camberwell College of Arts	<b>Location:</b> Peckham Road, SE5	

### Purpose of Role:

To be responsible to the Course leader for:

- The day to day management of the year group including all areas of learning, teaching and assessment of students as well as resources allocated.

### Duties and Responsibilities

- Teach and provide academic guidance within the BA Graphic Design course, deliver seminars and group crits
- Demonstrate technical expertise as required and contribute to the academic mission of the Programme and its implementation and when necessary act as an active participant within the University and College committee structures, ensuring clarity of identity, currency of subject agendas, relevance of learning methods and the fulfilment of appropriate standards at relevant levels of study.
- Hold responsibility for a tutorial group, and act as a tutor within the tutorial system
- Monitor the attendance and performance of Graphic Design students through appropriate systems of tracking and assessment
- Contribute to the writing of briefs and teaching and learning materials for Graphic Design
- Maintain accurate records and provide reports as required by the college and the university, including written assessment feedback to students
- Participate in the induction and briefing of students and visiting lecturers in relation to the content and context of the course, the college and the University of the Arts
- Liaise with technical support staff to ensure adequate support for students and compliance with health and safety regulations
- Participate in the recruitment and selection of students in accordance with college policy
- Assist in promoting the subject internally and externally and maintaining effective communications within the staff team, between staff and students and with staff across the undergraduate programme
- Contribute positively to the development of the broader academic and cultural direction of Camberwell College as required
- Promote the work of the course, college and university in a proactive manner
- Continually update your knowledge of national academic developments and subject knowledge as part of your own continuing professional development
- Undertake and make public original research to a high standard internationally and nationally.
- 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:**

- Course Leader and core team

**Specific Management Responsibilities**

**Budgets:** None

**Staff:** None

**Other** (e.g. accommodation; equipment): None

Signed \_\_\_\_\_ Date of last review 20<sup>th</sup> June 2017

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**Grade:** 5

**Person Specification**

Specialist Knowledge/ Qualifications	Post-graduate qualification in Teaching or Graphic Design.
Relevant Experience	Experience of contributing to the long term planning and development of learning programmes. Ability to continuously review areas identified for improvement and develops content and delivery methods, learning support and assessment mechanisms. Ability to encourage the development of innovative approaches to course delivery and ensure that teaching delivery achieves the educational standards of the University/College.
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