

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Lecturer in Womenswear Design		Accountable to: Course Leader, Programme Director
Contract Length: Permanent	Hours per week/FTE: 0.8	Weeks per year: All
Salary: £37,265 - £44,708 pro rata pa		Grade: 5
College/Service: London College of Fashion / School of Design and Technology		Location: 100 Curtain Road, London, EC2A 3AA

Purpose of Role:

The post holder will have substantive teaching experience in Higher Education and will contribute to the undergraduate BA (Hons) Fashion Design Technology: Womenswear course; undertake teaching, assessment, unit management, curriculum development and research.

Working as part of a team, the post holder will be required to deliver seminars and workshops on creative and innovative design and development for contemporary Womenswear, in addition to giving on-going tutorial support, constructive guidance and feedback. Key to this post will be the ability to actively contribute to the organisation and management of the course and student experience.

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, quality assurance compliance and curriculum development.
- To support and extend the School'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 subject field in addition to pedagogic developments.
- To attend course related meetings and examination boards as required.
- To provide support for the Course Leader and Programme Director in the management, teaching and assessment of related academic studies within the course.
- To support the process of reviewing the BA (Hons) Fashion Design Technology: Womenswear course 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 placement support.
- To liaise with Course Leaders, Hourly Paid Lecturers and Technicians to ensure quality and consistency of delivery across the course.
- To support the Course Leader in the planning and development of the curriculum and teaching programme for

the undergraduate BA (Hons) Fashion Design Technology: Womenswear course.

- Undertake planned internal verification of assessments, providing feedback and guidance on best practice to tutors.
- Secure productive contacts and links with external organisations, employers and agencies that will benefit students and provide further opportunities for income generation and collaboration.
- To engage in regular monitoring and review of the quality of the teaching and learning provision in accordance with the procedures of the University and Quality Assurance Agency.
- 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: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Course Leader
- Programme Director
- Dean of School
- Hourly Paid Lecturers
- Technicians
- Study Support staff

Specific Management Responsibilities

Budgets: No

Staff: No

Other Studio spaces

Signed _____ Date of last review _____
(Recruiting Manager)

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Grade: 5

Person Specification

Specialist Knowledge/ Qualifications	Degree in the relevant area
	A postgraduate qualification is desirable
Relevant Experience	Substantive experience within the UK Higher Education sector
	Experience of Quality Assurance compliance within validation and course organisation and management mechanisms
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
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: 21/05/2015