# Job Description and Person Specification

**Lecturer Contextual and Theoretical Studies**

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| **Job Description** | |
| **College/Service**  LCC Design School | **Location**  Elephant and Castle |
| **Contract Length** | **Hours per week/FTE** |
| Permanent | 22 / 0.6 |
| **Accountable to**  Co-ordinator Contextual and Theoretical Studies | **Weeks per year**  52 |
| **Salary** | **Grade**  5 |
| £23,216 to £27,853 (£38, 694 to £45, 221 [pro rata]) per annum |

**Purpose of role**

**Contextual and Theoretical Studies** (CTS) occupy a central position across the Design School at LCC and underpin all UG courses with a framework of critical, contextual and theoretical thinking which supports students in becoming confident in the research, analysis, critique and presentation of complex theoretical ideas and contexts linked to their emerging design interests. The delivery of CTS comprises of a core component to unit 1 (*Introduction to the study of…)* followed by dedicated CTS units at level 4 and 5, and the Dissertation unit at level 6.

The Lecturer in Contextual and Theoretical Studies is responsible for teaching, curriculum development, and on-going scholarship within a programme. The post-holder will work collaboratively within the CTS team deploying specialist expertise to develop pedagogy and the curriculum in innovative and critical directions.

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| **Purpose of role**  The post-holder will be expected to undertake –   * Responsibility for groups of undergraduate students’ pastoral support, progress and attendance, maintaining records and liaising with colleagues as appropriate * Pedagogic and curriculum development that stimulate thought and practice that challenge the canon of the Design disciplines represented in the School with the aim of promoting diversity, inclusivity and responsible design thinking. * Contributions to the expansion to the capacity for optionality within the course design to meet the needs and individual interests of diverse and international student groups. * 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**   * To undertake teaching as appropriate to your areas of expertise and the subject subject areas of the School. * To stay abreast of research and other developments in the field 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 extend the level of subject expertise and critical understanding on the Course so as to keep the curriculum at the forefront of criticaland theoreticalpractice 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 provide both academic and pastoral support to students, monitoring progress and attendance, and maintaining appropriate records.

**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 UG course teams, respond to the issues raised through this engagement.
* In consultation with the the CTS Leader and CTS co-ordinators, to liaise with other staff to enhance and extend the educational and creative links between the Course and other courses across the Programme, College and University.
* To undertake scholarly activity (including research, knowledge exchange or teaching) relevant to your subject.
* To contribute to the devising and delivery of activities (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 programme in areas such as student recruitment, the deployment of resources, research and knowledge exchange.
* To contribute to the monitoring of 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 be a member of the Course Committee of the Course and of such other committees, including other course committees and examination boards, 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 Staff Charter and Dignity at Work Policy, promoting equality, diversity and inclusion 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 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 towards reducing the university’s impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).

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| **Key Working Relationships -** Managers and other staff, and external partners, suppliers etc. with whom regular contact is required.   * Students * CTS Leader & CTS Team including Hourly Paid Lecturers * Programme Director * Assistant Deans * Programme Administration Manager * Technical Staff * Student and Academic Support * Language Centre * Counselling Service | |
| **Specific Management Responsibilities**   * n/a | |
| Signed: Amanda Jenkins  Date of last review 04 June 2021 | (Recruiting Manager)  Hera Number SICOM Acad 5 |

**Job Title - Lecturer, BA (Honours) [Type in Course Title]**

**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** | | |
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| **Means of testing - A=application I=interview T=selection task** | | |
|  | Undergraduate degree in one of the following or related subject areas: creative and cultural industries, design, art, architecture histories and theories, visual cultures, visual studies, design studies, cultural and critical studies, design and curatorial studies. or associated subject. | A |
|  | Higher degree (e.g.MA) in a relevant subject (as listed above) (Desirable). | A |
| Specialist Knowledge/Qualifications | PhD or Higher level research degree (Desirable). | A |
|  | Teaching qualification (PG Cert or equivalent) (Desirable). | A |
|  | Member of the Higher Education Academy (Desirable). | A |
| Teaching | Experience of teaching & assessment in a higher education environment (permanent, fractional, or hourly paid contract).  Applies an inquiring, innovative and reflexive approach to teaching.  Considers equality, diversity and inclusivity in all aspects of teaching and assessment.  Shows commitment to understanding the range of students’ experiences within a course. | A  TI  A  TI  A  TI  IA |
| Leadership, Management and Teamwork | Collaborates and works effectively within team and across different professional groups.  Works effectively and respectfully with a wide range of people. | IA  IA |
| Research, Knowledge Exchange and Professional Practice | Evidence of research, knowledge exchange and/ or professional practice that contributes to the advancement of, and is relevant to, the goals of the Programme, College and University.  Evidence of using contacts within subject peer group to develop partnerships or collaboration. | IA  IA |

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| **Person Specification** | | |
| Planning and Managing Resources | Plans, prioritises and manages resources effectively to achieve objectives. | IA |