

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: 0.6 Lecturer in Contextual and Theoretical Studies			Accountable to: Contextual and Theoretical Programme Director
Contract Length:	Hours per week/FTE: Fractional 0.6 FT	Weeks per year: All	
Salary: £36,642 - £43,961 pa (pro rata £21,985 - £26,376)			Grade: 5
College/Service: London College of Communication, School of Design			Location: Elephant and Castle

Purpose of Role:

- To undertake teaching, unit management, curriculum development and research within Contextual and Theoretical Studies (CTS) in the Design School.
- Be responsible for co-ordinating the delivery of an aspect of CTS delivery as determined by the Programme Director and CTS Coordinators.
- Contribute to the development of critical design histories, theories and contexts in the curriculum through research, professional and/or scholarly practice and engage in the wider research and educational community of the Design School.

Duties and Responsibilities

- Set, promote and maintain appropriate educational and professional standards of good practice in teaching, delivery and curriculum development of Contextual and Theoretical Studies (CTS Units)
- To contribute to the development and delivery of the teaching programme in Contextual and Theoretical studies at undergraduate and postgraduate level.
- Within the overall framework established by the CTS Coordinators undertake Unit-management responsibilities including lesson planning, teaching, curriculum development, assessment and associated administration.
- Undertake a teaching and assessment programme as agreed through the annual appraisal process
- Deliver the curriculum and assessment requirements as outlined in the relevant validation documents
- In conjunction with other members of the Contextual and Theoretical Studies team and relevant course leaders, manage the learning environment assigned for CTS delivery so that it meets the needs of the curriculum
- To make full use of all information and communication technologies in order to facilitate and enhance students' learning experiences and in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- Maintain appropriate tutorial and assessment records for assigned groups of students
- Organise and implement agreed tutorial arrangements for the designated group that are in line with University policies
- Undertake assessment and student feedback activities for the designated courses and ensure student achievements are reported to the relevant Examination Boards
- Keep up to date with latest developments in the subject area and maintain a professional level of expertise in relation to teaching and subject developments in the field.
- 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.
- Undertake research and scholarly activity and/or professional practice in a relevant discipline.
- Contribute to funded projects including sponsored activities and income generation.

- Manage day-to-day student discipline for the designated group and conduct meets the standards set out within University policies, reporting issues to the relevant course leader if necessary
- Participate in the annual appraisal process in line with University procedures
- Contribute to annual programme/course monitoring reports in line with University and College requirements
- Attend relevant Programme Committees and School Board of Studies and advise on developments and issues relating to the courses/programmes you are working on
- Attend and contribute to the course/programme team meetings and examination boards as required
- To work with the academic team, contributing to curriculum development and the review and development of cross-disciplinary teaching strategies.
- Contribute to the recruitment and admissions process including interviewing applicants and covering the clearing period as required by Programme Director
- Represent the Programme and School's interests and views at relevant College and/or University committees
- Maintain appropriate course files to support Quality Reviews/Audits
- Perform such duties consistent with your position as may from time to time be assigned to you anywhere within the University
- Undertake health and safety duties and responsibilities appropriate to the post
- Demonstrate commitment to 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
- Demonstrate commitment to your own development through effective use of the University's appraisal scheme and staff development process.
- 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.

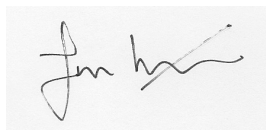
- Programme Director
- Contextual and Theoretical Studies Coordinators
- Course Leaders
- Course Teams

Specific Management Responsibilities

Budgets: N/A

Staff: Associate Lecturers

Other (e.g. accommodation; equipment): N/A



Signed _____

Date of last review June 2017

(Recruiting Manager)

Ian Horton

Acting Programme Director (CTS) and Contextual & Theoretical Studies Coordinator

Job Title: Lecturer in Contextual & Theoretical Studies 0.6 Grade: 5

Person Specification	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> Relevant qualification at undergraduate and postgraduate level in one of the following or related subject areas: Graphic design, design management, digital cultures, interactive and digital design, illustration and animation, visual communications, design, art, architecture histories and theories, visual cultures, visual studies, design studies, cultural and critical studies, design and curatorial studies. A critical, historical and theoretical understanding in at least one of the following: Contemporary graphic design, design management, illustration and animation and/or digital cultures and futures, interactive, interface and games design including some or all of the following: contemporary graphic design and visual media, art direction, branding identity, digital arts, games and play, speculative and critical design, online identities, digital research, social networks and virtual communities Substantial knowledge and expertise in the global social, cultural, environmental, political and economic issues that are transforming design practices and discourses. PhD desirable PG Cert teaching qualification desirable or will commit to undertake one on joining or equivalent experience Active researcher with a network of industry and academic contacts.
Relevant Experience	<p>Undergraduate/postgraduate teaching, assessment and curriculum development in contextual and theoretical studies or closely related discipline</p> <p>Assessment and associated administration of undergraduate and postgraduate students in a creative context.</p> <p>Development of briefs and assessment tasks appropriate to course units.</p>
Communication	

Skills	<p>Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way</p> <p>Uses appropriate levels of IT skills to enable best use of available information and communication to support learning and organisational effectiveness as necessary for the post.</p>
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

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