

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Lecturer in Communications and Media (BA Contemporary Media Cultures)

Accountable to: Course Leaders/Programme Director

Contract Length: Permanent

Hours per week/FTE: 1.0

Weeks per year: All

Salary: £36,642 - £43,961

Grade: 5

College/Service: London College of Communication, School of Media

Location: Elephant and Castle

Purpose of Role:

- To undertake teaching, unit management, curriculum development and research within the subject specialism of media and cultural theory.
- Contribute to design as a discipline in the curriculum through research, professional and/or scholarly practice and engage in the wider research and educational community of the School of Media

Duties and Responsibilities

- Set, promote and maintain appropriate educational and professional standards of good practice in teaching, delivery and curriculum development of media communication.
- To contribute to the development and delivery of the teaching programme at undergraduate level.
- Within the overall framework established by the Course Leaders and/or Programme Director 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 programme and relevant course leaders, manage the learning environment assigned for 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 Course Leader and/or 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.

- Course Leader
- Programme Director
- Course Teams

Specific Management Responsibilities

Budgets: N/A

Staff: N/A

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

HERA Ref LCC 127

Signed 
(Recruiting Manager)

Date of last review 23rd January 2017

Job Title: BA Lecturer in Communications and Media (BA Contemporary Media Cultures and BA Media Communications)

1.0 Undergraduate lecturer

Grade: 5

Person Specification

Specialist Knowledge/ Qualifications	<p>Relevant Undergraduate Degree</p> <p>Relevant Postgraduate Degree</p> <p>Relevant PhD (or near completion) Desirable</p> <p>PGCHE or equivalent or commitment to undertake the appropriate PGCert training once in post</p> <p>Specialist knowledge in the area of media theory, cultural theory and visual culture, with an interest in political economy of the media; media audiences; media and activism</p>
Relevant Experience	<p>Experience of teaching at Undergraduate level.</p> <p>Experience of curriculum development and module leadership at Undergraduate level.</p> <p>Experience of current and innovative research within the area of Media and Communication studies</p>
Communication Skills	<p>Communicates ideas clearly and persuasively, providing constructive and critical support to students.</p> <p>Adapts communication and media to suit the audience</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	<p>Motivates other staff effectively, setting clear objectives to manage performance</p>
Research, Teaching and Learning	<p>Applies innovative approaches in teaching, learning or research to support excellent teaching.</p> <p>Adapts approach and style to suit learners' needs</p> <p>Monitors and assesses learning, giving feedback and guidance.</p>

	Designs and/or adapts approach, content and learning materials to suit the needs of different learners.
	Applies own research to develop learning and assessment practice
Professional Practice	<p>Contributes to advancing research and scholarly activity in own area of specialism</p> <p>Commitment to own development through effective use of the University's appraisal scheme and staff development</p>
Planning and managing resources	<p>Plans, prioritises and manages resources effectively to achieve long-term objectives.</p> <p>Contributes to the induction of new staff.</p> <p>Maintains up to date knowledge of services available in own and related areas of work adapting services and systems to meet student needs</p>
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
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

Last updated: January 2017
HERA Ref **LCC 127**