

## JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Lecturer in Fashion Management

**Accountable to:** Programme Director: Fashion Management

**Contract Length:** 1 year fixed term contract

**Hours per week/FTE:** 0.4

**Weeks per year:** AYR

**Salary:** £37,265 - £44,708 **pro rata** pa

**Grade:** 5

**College/Service:** London College of Fashion

**Location:** 27 High Holborn, London, WC1V 7EY

### Purpose of Role:

To undertake teaching, unit management, curriculum development, student pastoral support and research in a relevant discipline of fashion management (e.g. strategic fashion management, fashion marketing management and consumer insights, retailing management, supply chain management, financial management etc.) across the Fashion Business School portfolio of undergraduate and postgraduate courses. To enhance student learning and attainment by offering high quality innovative teaching and learning support.

### 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 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 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 field.
- To attend course related meetings and examination boards as required.
- To provide support for the Course Leader in the management of the programme of teaching and assessment in Fashion Marketing
- To support the process of reviewing Fashion Marketing 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 placements.
- To liaise with Course Directors, Hourly Paid Lecturers and Technicians to ensure quality and consistency of delivery across all courses.
- To support the Course Director in the planning and development of the curriculum and teaching programme for Fashion Marketing
- 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 on and provide further opportunities for income generation and sponsorship.
- To engage in regular monitoring and review of the quality of the teaching and learning provision in accordance with the procedures of the University.
- 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 leaders
- Programme Director – Fashion Management

**Specific Management Responsibilities**

**Budgets:** None

**Staff:** None

**Other** (e.g. accommodation; equipment):

Signed \_\_\_\_\_ Matteo Montecchi \_\_\_\_\_ Date of last review 01/06/2018 \_\_\_\_\_

(Recruiting Manager)

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**Person Specification**

Specialist Knowledge/ Qualifications	Master's Degree in discipline relevant to fashion management is essential.
	PHD in a relevant discipline is desirable
	Teaching qualification relevant to HE / Fellowship of the HEA is desirable.
Relevant Experience	Relevant academic experience at undergraduate and postgraduate level of leading modules/units and of teaching a diverse cohort of students is essential.
	Professional experience in a relevant area of fashion management is desirable.
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	Works effectively within a team and as an individual to achieve set objectives as a performance measure
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: 01/06/2018**