

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Lecturer in 3D Design and Development for Fashion Sportswear	Accountable to: Course Leader, Programme Director
Contract Length: Permanent	Hours per week/FTE: 0.4
Salary: : £38,694 - £46,423 pro rata pa	Weeks per year: All
College/Service: London College of Fashion/School of Design and Technology	Grade: 5
	Location: 100 Curtain Road, London, EC2A 3AA

Purpose of Role:

The post holder will contribute to the undergraduate Fashion Sportswear course and will undertake teaching, unit management, curriculum development and research in sportswear.

Working as part of a team, the post holder will be required to deliver seminars, workshops and practical demonstrations on the process for creative and innovative 3D development and realisation for the breadth of fashion and technical sportswear garments 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/Programme Director in the management, teaching and assessment of related academic studies within the Course and Programme.
- To support the process of reviewing BA (Hons) Fashion Design and Development 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 Leaders, Hourly Paid Lecturer Lecturers and Technicians to ensure quality and consistency of delivery across all courses.
- To support the Course Leader in the planning and development of the curriculum and teaching programme for the 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 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 Leader
- Programme Director
- Dean of School
- Associate Dean of School
- Associate Lecturers
- Technicians
- Study Support staff

Specific Management Responsibilities

Budgets: No

Staff: No

Other: Studio and workshop spaces

Signed _____ Lindsey Riley _____ Date of last review _____

(Recruiting Manager)

Job Title: Lecturer in Sportswear Design

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 A=application I=interview S=selection task		
Specialist Knowledge/Qualifications	Undergraduate degree in Fashion or associated subject.	A
	Higher degree (e.g. MA) in Fashion or associated subject (desirable).	A
	Teaching qualification (PG Cert or equivalent) (desirable).	A
	Member of the Higher Education Academy (desirable).	A
	Fashion/Performance Sportswear specific experience	A
Teaching	Experience of teaching & assessment in a higher education environment (permanent, fractional, or hourly paid contract).	A
	Applies an inquiring, innovative and reflexive approach to teaching.	SI
	Considers equality, diversity and inclusivity in all aspects of teaching and assessment.	IA
Leadership, management and teamwork	Shows commitment to understanding the range of students' experiences within a course.	IA
	Collaborates and works effectively within team and across different professional groups.	IA
Research, Knowledge Exchange and Professional Practice	Works effectively and respectfully with a wide range of people.	IA
	Evidence of research, knowledge exchange and/ or professional practice that contributes to the advancement of Fashion and is relevant to the goals of the Programme, College and University.	IA A
Planning and managing resources	Evidence of using contacts within subject peer group to develop partnerships or collaboration.	IA
	Plans, prioritises and manages resources effectively to achieve objectives.	IA

Last Updated: 26/04/2019

