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Job Description and Person Specification

Lecturer in Extended Reality & Digital Imaging

Job Description	
College/Service London College of Communication	**Location** Elephant and Castle
Contract Length Permanent	**Hours per week/FTE** 37 / 1.0
Accountable to Course Leader, Cert HE Preparation for Design, Media and Screen	**Weeks per year** 52
Salary £38,694 to £46,423 per annum	**Grade** 5

Purpose of role

Preparation for Design, Media and Screen is an innovative studio 30-week course for international students with an award of a Level 4 Certificate in Higher Education (Cert HE)

This exciting and challenging course allows students to develop their creative, academic, and professional potential in design, media, and screen.

The Lecturer in Extended Reality & Digital Imaging is responsible for teaching, curriculum development, and on-going scholarship on the Level 4: Cert HE Preparation for Design, Media, and Screen. This course is part of the International Studies and progression Programme at the London College of Communication. The post-holder will work collaboratively within a course team, deploying specialist expertise to develop pedagogy and the curriculum in innovative and critical directions.

You will be responsible for:

- Developing innovative and engaging units, lectures, and seminars covering both theoretical and practice-based units.
- Contributing significantly to course development, assessment, and review

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- Contributing to and take responsibility for the learning, teaching and assessment of students, providing academic and pastoral support as necessary, monitoring student progress and maintaining appropriate records.
- Contribute to ensuring that a high-quality student experience is delivered on the course.
- Leading course units and coordinating members of staff teaching in those.

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Duties and Responsibilities

In consultation with academic, administrative, managerial, and technical colleagues (as appropriate) to:

Teaching

- To undertake teaching as appropriate to your areas of expertise and other subject areas of the Course, Programme or College.

- To stay abreast of research and other developments in Design, Screen and Media 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.

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- To extend the level of subject expertise and critical understanding on the Course to keep the curriculum at the forefront of critical creative/professional practice and 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 the course team and course leader, respond to the issues raised through this engagement.
- In consultation with the Course Leader, 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 the film, extended reality & digital imaging subject

Quality, Management and Enhancement

- To contribute to strategic planning in relation to the course/programme in areas such as student recruitment, the deployment of resources, research, and knowledge exchange.

- 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).

Key Working Relationships - Managers and other staff, and external partners, suppliers etc. with whom regular contact is required.

- Students

- Course Leader & Course Team including Hourly Paid Lecturers

- Programme Director

- Programme Administration Manager

- Technical Staff

- Student and Academic Support

- Language Centre

- Counselling Service

Specific Management Responsibilities

- Leading course units and coordinating members of staff teaching in those.

David Sims

Signed *DMSims*

Date of last review_____.

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Lecturer, Level 4: Cert HE Preparation for Design, Media and Screen

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		
Means of testing - A=application I=interview T=selection task		
Specialist Knowledge/Qualifications	Undergraduate degree in Graphic Design, Digital Design, Communication Design, Interaction Design, Film and Moving Image or associated subject.	A
	Higher degree (e.g. MA) in Arts and Design, Media, Screen or associated subject (Desirable).	A
	PhD or Higher level research degree (Desirable).	A
	Teaching qualification (PG Cert or equivalent) (Desirable).	A
	Member of the Higher Education Academy (Desirable).	A
	Experience of teaching & assessment in a Further Education and higher education environment	A

Teaching	(permanent, fractional, or hourly paid contract).	

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Person Specification		
	Applies an inquiring, innovative and reflexive approach to teaching.	TI
	Considers equality, diversity and inclusivity in all aspects of teaching and assessment.	IA
	Shows commitment to understanding the range of students' experiences within a course.	IA
Leadership, Management and Teamwork	Collaborates and works effectively within team and across different professional groups.	IA
	Works effectively and respectfully with a wide range of people.	IA
Research, Knowledge Exchange and Professional Practice	Evidence of research, knowledge exchange and/or professional practice that contributes to the advancement of film, extended reality and digital imaging activity and is relevant to the goals of the Programme, College and University.	IA
	Evidence of using contacts within subject peer group to develop partnerships or collaboration.	IA
Planning and Managing Resources	Plans, prioritises and manages resources effectively to achieve objectives.	IA

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