

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> Lecturer in Cultural and Historical Studies		<b>Accountable to:</b> Head of Cultural and Historical Studies
<b>Contract Length:</b> Permanent	<b>Hours per week/FTE:</b> 1.0	<b>Weeks per year:</b> AYR
<b>Salary:</b> £38,010 – £45,603 pa		<b>Grade:</b> 5
<b>College/Service:</b> London College of Fashion		<b>Location:</b> 272 High Holborn, London, WC1V 7EY

### Purpose of Role:

To undertake teaching, unit management, curriculum development and research in Cultural and Historical Studies approaches to fashion across the College.

The post holder will also be expected to coordinate the Cultural and Historical Studies dissertation units across the School of Media and Communication, and to make a significant contribution to research and scholarly activity in the field of Cultural and Historical approaches to fashion.

### Duties and Responsibilities:

- Coordination of Cultural and Historical Studies dissertation units across the School of Media and Communication.
- Liaison with Cultural and Historical Studies dissertation external examiners in the School of Media and Communication.
- To undertake a Cultural and Historical Studies 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 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 field.
- To attend course related meetings and examination boards as required.
- To provide support to the Head of Cultural and Historical Studies in the management of the programme of teaching and assessment in Cultural and Historical Studies.
- To support the process of reviewing the programme of Cultural and Historical Studies 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 Lecturers and Technicians as appropriate to ensure quality and consistency of delivery across all courses.

- To support the Course Leaders as appropriate in the planning and development of the curriculum and teaching programme for Cultural and Historical Studies.
- To undertake planned internal verification of assessments, providing feedback and guidance on best practice to tutors.
- To 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.
- 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.

Head of Cultural and Historical Studies. Cultural and Historical Studies administrator. Dean of Academic Development and Quality Assurance. Academic Head of Undergraduate Quality Assurance. Programme Directors. Course Leaders. External Examiners.

#### **Specific Management Responsibilities**

**Budgets:** No

**Staff:** No

**Other:** Accommodation and equipment as appropriate

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

**Job Title: Lecturer in Cultural and Historical Studies**

**Grade: 5**

Person Specification	
Specialist Knowledge/ Qualifications	Relevant degree
	Relevant post graduate qualification or equivalent qualification
	Teacher training qualification
	A PhD is desirable
	Specialist demonstrable expertise in Fashion History and Cultural Studies
Relevant Experience	Experience of coordinating unit clusters
	Experience of liaising with external examiners
	Experience of teaching Fashion related Cultural Studies at the HE level
	Demonstrable significant research experience in the field of Cultural and Historical approaches to fashion
	Significant experience of unit management
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
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

**Last updated: 27/05/15**