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Job Description and Person Specification

Job Title - Lecturer in Creative Enterprise

Job Description	
College/Service London College of Fashion / Fashion Business School	**Location** 20 John Princes Street W1G 0BJ and relocating to Stratford in 2023
Contract Length Fixed term contract for 6 months in the first instance	**Hours per week/FTE** 14.8/0.4
Accountable to Course Leader: MA Fashion Entrepreneurship and Innovation	**Weeks per year** All
Salary £40,454 - £48,534 pro rata per annum	**Grade** 5

Purpose of role

The Lecturer in Fashion Enterprise is responsible for teaching, curriculum development, unit management and on-going scholarship primarily on the MA Fashion Entrepreneurship and Innovation course. This innovative course uses a team coaching approach, underpinned by the team mastery methodology, rather than traditional lecture style. This course is part of the Product and Innovation Programme in the Fashion Business School at London College of Fashion.

The post-holder will work collaboratively within the course team, deploying specialist expertise to develop pedagogy and the curriculum in innovative and critical directions.

Purpose of role

The post-holder will be expected to:

- Undertake pedagogic and curriculum development that stimulate thought and practice that challenge the canon of Creative Enterprise with the aim of promoting diversity and inclusivity;
- Expand the capacity of the course design to meet the need for students to be ready for the rapidly changing environment, with a focus on micro - SME business development, this responsibility is of immediate strategic importance and may develop or change in the light of new priorities;
- Be responsible for the effective and efficient management of units, ensuring high student satisfaction, attainment, and attendance;
- Be responsible for a group of students' pastoral support, progress, and attendance, maintaining records and liaising with colleagues as appropriate;
- Teach face-to-face and in an online environment, ensuring the continued development of new modes of delivery.
- Coach students using the team mastery method to encourage team learning.
- Supervise final projects at both masters and undergraduate levels.
- Uphold and implement the policies and procedures of University of the Arts London and the College.

Duties and Responsibilities

Teaching

- To undertake teaching and coaching as appropriate to your areas of expertise and the subject areas of the Course, Programme and College.
- To stay abreast of research and other developments in enterprise, innovation, sustainability and the latest in digital and technological advancements 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.

- To extend the level of subject expertise and critical understanding on the Course to keep the curriculum at the forefront of professional industry practice and relevant to a diverse and international range of students.
- To contribute to lesson planning, unit development and leadership, teaching, coaching, assessing, course review and curriculum enhancement.
- To undertake general unit/course management responsibilities including unit reporting and data capture.
- To conduct assessment, formative and summative, which is rigorous, fair, and clear and complies with the policies established by the University and the College, including supervision of final projects.
- To take responsibility as year tutor for student groups as required.
- 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 subject of enterprise, innovation, sustainability and the latest in digital and technological advancements.
- To contribute to the devising and delivery of activities (including income generation) which will benefit students' educational experience and graduate outcomes.

- Familiar with debates and research relating to decolonising the curriculum and awarding gaps within the HE Sector (Academic).

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 contribute to the monitoring of the quality of teaching and learning through continuous course monitoring and to contribute to quality, management and enhancement activities across the School, College and University.

- 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 (University of the Arts London) 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
- Product and Innovation staff
- Assistant Deans
- Programme Administration Manager and team
- Student support assistant
- Technical Staff
- Student and Academic Support
- Language Centre
- Counselling Service
- Industry partners and influencers

Specific Management Responsibilities

- Management of units including timetabling of rooms and engagement of HPL (Hourly Paid Lecturer) staff

Signed: Nicole Dunlop   **(Recruiting Manager)**

Date of last review: April 2022

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Grade - 5

The application form sets out several 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 Business / Fashion / Entrepreneurship or associated subject (Essential).	A
	Higher degree (e.g. MA) in Business / Fashion / Entrepreneurship or associated subject (Essential).	A
	PhD or Higher level research degree (Desirable).	A
	Teaching and / or Coaching qualification (PG Cert or equivalent) (Desirable).	A
	Member of the Higher Education Academy (Desirable).	A
Teaching	Experience of teaching / coaching fashion business at Masters level [essential].	IA
	Industry experience from the fields of enterprise, innovation, sustainability and the latest in digital and technological advancements [essential].	IA

	Experience of teaching / coaching & assessment in a higher education environment (permanent, fractional, or hourly paid contract) [essential].	IA
	Experience of supervising masters and / or research projects [essential].	IA
	Shows commitment to understanding the range of students' experiences within a course [essential].	I
	Applies an inquiring, innovative and reflexive approach to teaching / coaching [essential].	I
	Considers equality, diversity, and inclusivity in all aspects of teaching and assessment [essential].	I
Leadership, Management and Teamwork	Management of units including timetabling of rooms and engagement of HPL (Hourly Paid Lecturer) staff.	IA
	Collaborates and works effectively within teams and across different professional groups.	IA
	Works effectively and respectfully with a wide range of people.	IA
Research, Knowledge Exchange, and Professional	Evidence of research, knowledge exchange and/ or professional practice that contributes to the advancement of enterprise, innovation, sustainability and the latest in digital and technological advancements activity and is relevant to the goals of the Programme, College and University.	IA

Practice	Evidence of using contacts within subject peer group to develop partnerships or collaboration.	IA
	Familiar with debates and research relating to decolonising the curriculum and awarding gaps within the HE Sector.	IA
Planning and Managing Resources	Plans, prioritises, and manages resources effectively to achieve objectives.	IA
	Works collaboratively in a team and where appropriate across or with different professional groups	IA