

JOB DESCRIPTION & PERSON SPECIFICATION	
Job Title: Senior Lecturer in Photography (Contextual and Theoretical Studies)	Salary: (pro-rata £21,980 - £26,482) to £43,961 - £52,965
Contract Length: <b>Permanent</b>	Hours/ FTE 0.5
Grade: <b>6</b>	Location: Elephant & Castle
Accountable to: <b>Programme Director, Course Leader(s), Contextual Studies Coordinator</b>	College/ Service: London College of Communication
<p><b>Purpose of the role:</b></p> <ul style="list-style-type: none"> <li>• To be responsible for the academic leadership and management of year groups or units in contextual and theoretical studies across undergraduate and postgraduate levels. This includes the maintenance and enhancement of high standards and responsibility for the design, development and delivery of the curriculum.</li> <li>• To undertake the day-to-day management of areas of learning, teaching and assessment of students.</li> <li>• To contribute to the development of cutting edge practices in contextual and theoretical studies in photography in the curriculum through research, professional and/or scholarly activity and engage in the wider research and educational community of the Photography Programme.</li> </ul>	
<p><b>Duties and Responsibilities</b></p> <p>In consultation with academic, administrative, managerial and technical colleagues (as appropriate) to:</p> <p><b>Academic</b> Contribute to the academic mission of the Programme and its implementation as an active participant within the University and College committee structures, ensuring clarity of identity, currency of subject agendas, relevance of learning methods and the fulfilment of appropriate standards at each level of study.</p> <p>Contribute to the vision of the Programme in the area of contextual and theoretical studies in photography, help set the agenda for its development and maintaining and enhancing quality.</p> <p><b>Quality Management and Enhancement</b> Undertake the effective monitoring of units/tutor groups and lead enhancement activities.</p> <p>Contribute to, and where appropriate lead on the process of course development, minor modifications, major changes, validation, revalidation and review by the University, external agencies and professional bodies in liaison with relevant Deans/Associate Deans.</p> <p>Contribute to the work of the academic committees of the University and, where appropriate, act as Chair, in the absence of CL's and/or Contextual Studies Coordinator.</p> <p><b>Curriculum Design, Content and Organisation</b> Ensure that the curriculum is relevant, current and consistent with the mission of the Programme.</p> <p>Ensure that the delivery of the curriculum is organised and resourced appropriately in line with the academic award, and to the learning styles and developmental stages of the students.</p> <p><b>Learning Teaching and Assessment</b> Ensure that the learning (teaching and assessment) methods employed within the year are appropriate to the relevant academic awards, resources allocated and the demands of the subject and the learning styles and developmental stages of the students.</p> <p>Plan and manage the assessment process with the CL and Contextual Studies Coordinator, to comply with University policy and appropriate academic standards to ensure students are given constructive and</p>	

timely feedback that helps them improve.

Contribute to University committees, such as Assessment Panels, Boards of Examiners and their sub-boards, as appropriate.

Undertake such teaching duties as are appropriate to the requirements within the year and consistent with your areas of expertise.

#### ***Student Support and Guidance***

Ensure that students enrolled on the relevant courses are appropriately supported and provided with timely and constructive guidance for their academic development and pastoral care, fulfilling the policies and procedures of the University and the College and utilising appropriate channels and media.

In liaison with Academic Administration ensure that information provided to students enrolled on the relevant courses is current, accessible and consistent.

Contribute to information provided to students by the University, College and Programme.

Ensure the maintenance of standards of student discipline within the year as detailed within the Student Charter.

Ensure effective liaison with, and organisation of student representatives for the course.

#### ***Student Progression and Achievement***

In liaison with Academic Administration, ensure that student records are maintained which are current, accurate and constructive.

Be responsible for and, where appropriate, lead the recruitment and selection processes applicable to the relevant courses, in tandem with the PD, CL and Contextual Studies Coordinator ensuring the correct delivery of the University Admissions Policy.

#### ***Managerial***

Contribute to the leadership and management of the relevant courses by working with academic, administrative, managerial and technical colleagues to ensure quality, consistency and clarity of year delivery.

Recruit, lead, manage and support the academic staff responsible for the delivery of the year, setting, promoting and maintaining appropriate educational and professional standards of good practice in all aspects of course organisation, administration and delivery.

Work with colleagues across the College to ensure the highest possible standards of student experience in terms of:

- Course promotion (provision of material, contribution to open days and other recruitment activities on – and off-site)
- Student progression
- Student recruitment
- Student induction
- Learning support
- Disability support (only in respect of signposting to students and staff how appropriate professional support can be accessed)

Produce reports and management information as required

Undertake health and safety duties and responsibilities appropriate to the role and in accordance with University policies and procedure.

#### ***Entrepreneurship and Enterprise***

Promote a culture of enterprise within the relevant courses and amongst the student and staff community

Operate in a collegiate manner in liaising with appropriate colleagues (i.e. Programme Directors,

Course Leaders, Contextual Studies Coordinator, Enterprise Units & Development Team) in order to contribute to the income generating and related sponsorship activities of the University and College in areas that are directly related to their Academic Programme and areas of specialism.

### **Professional**

Maintain appropriate dialogue and relationships with relevant industry contacts and audiences, nationally and internationally, continually updating knowledge of professional and academic developments. To keep skills and knowledge updated to industry standards or the benefit of the course, colleagues and students, professional practice and research.

Undertake research and/or professional practice to maintain your position as an active academic in the field. To continue your professional development to ensure you maintain your position as a leader in your area, actively promoting and contributing to the professional and research profile of the Programme, as an individual and through research groups and / or consultancy projects.

Support and contribute to the Courses, Programme, School, College and University's external profile.

Make a constructive contribution to the development of the broader academic and cultural direction of the College as required.

Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.

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.

Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Perform such duties consistent with the role as may be assigned from time to time, anywhere within the University.

### **Specific Management Responsibilities:**

#### **Course Budgets:**

Assist Programme Director, course leaders and Contextual Studies Coordinator by monitoring expenditure across following budget areas:

- Associate Lecturer/Visiting Practitioner budget
- Consumables budget
- Project budgets

#### **Other (e.g. accommodation, equipment):**

To ensure appropriate staff are taking action where following are in need of repair or maintenance:

- Academic office(s) and associated equipment, fixtures and fittings
- Studio(s) and associated equipment, fixtures and fittings

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**Grade: 6**

Person Specification	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> <li>• Relevant undergraduate degree</li> <li>• Relevant post-graduate qualification</li> <li>• PG Cert or equivalent experience desired</li> <li>• PhD (or undertaking a PhD) desired</li> <li>• Knowledge of delivering photographic related contextual and theoretical studies within a professional environment</li> <li>• Knowledge of subject specific research in an academic environment desired</li> <li>• Proven and demonstrable track record in the field of photographic related contextual and theoretical studies</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• Substantial experience as a writer and/or editor in the field of photographic contextual and theoretical studies</li> <li>• Substantial understanding of contemporary developments in the field of photographic history and theory</li> <li>• Year group and/or unit leadership (desirable)</li> <li>• Curriculum development experience</li> <li>• Research active or with potential for high level research/professional practice outputs</li> </ul>
Communication Skills	<p>Communicates effectively orally and in writing, adapting appropriate theoretical narratives for a diverse audience in an inclusive and accessible way</p> <p>Uses appropriate levels of IT skills to enable best use of available information and communication to support learning and organisational effectiveness as necessary for the post.</p>
Leadership and Management	Motivates a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Applies innovative approaches to year leadership, teaching, learning and/or professional practice to support excellent teaching, pedagogy and inclusivity
	Applies own research/professional practice to develop learning and assessment practice
Professional Practice	Contributes to advancing professional practice/research or

	scholarly activity in own area of specialism at highest level
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student experience or customer service	Contributes to improving or adapting provision to enhance the student experience or customer service
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

**Last Updated: February 2017**

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