university
of the arts
london
london college
of fashion

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JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Lecturer Fashion CAD/CAM	**Accountable to**: Programme Director: Materials

Contract Length: Permanent	**Hours per week/FTE**: 1.0	**Weeks per year**: AYR

Salary: £37,265 - £44,708 pa	**Grade**: 5
College/Service: London College of Fashion, School of Design and Technology	**Location**: London College of Fashion, 100 Curtain Road, London. EC2A 3AA

Purpose of Role:

To undertake teaching, unit management, curriculum development and research of CAD/CAM specifically but not limited to, Lectra, Gerber and Adobe Suite across the portfolio of postgraduate and undergraduate courses in the School of Design and Technology.

You will work with Course Leaders and Programme Directors to develop and deliver industry standard CAD/CAM content to the portfolio of courses, and support students with their specific project work and needs.

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 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 for the Principal/Senior Lecturer in the management of the programme of teaching and assessment in CAD/CAM across the portfolio of courses in the School of Design and Technology

- To support the process of reviewing CAD/CAM units and elements of CAD/CAM within 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 to ensure quality and consistency of delivery across all courses.

- To support the Course Leaders in the planning and development of the curriculum and teaching programme of CAD/CAM across the portfolio of courses in the School of Design and Technology.

- 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.
- Programme Director
- Course Leaders
- Senior Lecturer CAD/CAM
- Technicians

Specific Management Responsibilities

Budgets: None

Staff: None

Other: Studio accommodation; IT rooms, IT and specialist CAD/CAM equipment

Signed _____ Date of last review _____
      (Recruiting Manager)

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Grade: 5

Person Specification	
Specialist Knowledge/ Qualifications	Relevant degree qualification
	Relevant postgraduate (MA/PhD) degree qualification is desirable
	Teaching qualification is desirable
	Relevant professional accreditation in Lectra, Gerber and Adobe Suite is desirable
Relevant Experience	Substantive experience of using a range of CAD/CAM systems in current fashion industry design practices
	Advanced knowledge of using Lectra, Gerber and Adobe Suite for fashion design and manufacturing
	Experience of delivering advanced CAD/CAM at HE level is desirable
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: 02/07/2018