

**JOB DESCRIPTION & PERSON SPECIFICATION**

**Job Title:** Lecturer  
Certificate in Higher Education: Preparation for  
Design, Media and Screen

**Salary:** £23,216 - £27,853  
(pro rata to £38,694 - £46,423)

**Contract Length:** Permanent

**Hours/ FTE:** 0.6

**Grade:** 5

**Location:** LCC

**Accountable to:** Course Leader

**College/ Service:** LCC

**Purpose of the 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)

For International students only, this exciting and challenging course allows students to develop their creative, academic and professional potential in design, media and screen. As a 0.6 FTE Lecturer on this course you will work closely with the Course Leader and other members of staff in enhancing the student learning experience and contributing to the academic development of the course.

You will responsible to the Course Leader for:

- Undertaking teaching, unit management, curriculum development within the subject specialisms of visual communication/graphic communication/ and typography. Be able to contribute to the overall requirements for teaching and unit management from Media and Screen specialisms as required including studio units, academic support and practice based contextual and theoretical studies across Design, Media and Screen.
- Developing together with the course leader innovative and engaging units, lectures and seminars.
- Contributing significantly to course development, assessment and review
- 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 AL's members of staff teaching in those

**Duties and Responsibilities**

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

**Academic**

Curriculum Design, Content Organisation and Quality Enhancement

Within the overall framework established by the Course Leader and/or Programme Director undertake unit-management responsibilities including lesson planning, teaching, curriculum development, unit leadership, assessment and associated administration.

Contributes to the development, teaching and maintenance of online, blended learning recourses.

Provides academic support to students, monitoring student progress and attendance and maintaining appropriate records.

Contributes to curriculum development and the regular monitoring and review of courses and the quality of the teaching and learning provision.

#### **Learning, Teaching and Assessment**

Takes responsibility for the learning, teaching and assessment of students they teach, providing academic and pastoral support as necessary, monitoring student progress and maintaining appropriate records.

Monitors the attendance and performance of students through appropriate systems of tracking and assessment

Contributes to the writing of briefs and teaching and learning materials including course handbooks Student Support, Guidance, Progression and Achievement.

Supports students in their progression to undergraduate courses as appropriate

#### **Entrepreneurship and Enterprise**

Operate in a collegiate manner in liaising with appropriate colleagues (i.e. Course Leaders, 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 Course and areas of specialism.

#### **Professional**

To have an overview of the admissions process across the College in order to ensure a positive applicant experience.

Contributes to the promotion of the Course at Open Days as well as within and beyond the College

Maintains strong links with related industries and professional bodies, keeping up to date with latest developments in the subject area and maintaining a professional level of expertise in relation to teaching and subject developments in the field

Contributes to the professional and research profile of the Programme and School as an individual and through research groups and / or consultancy projects.

Supports and contributes to the School, Programme, College and University's external profile

Continually updates knowledge of national academic developments and subject knowledge as part of own continuing professional development

Contributes to the exhibition, publication and dissemination of work produced in the course.

#### **Expectations of all UAL Employees**

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:**

- Course Leader
- Programme Director
- Course Team
- External Partners
- Students
- Library and Academic Support teams
- Administrative and Technical Staff

**Specific Management Responsibilities:**

**Course Budgets:** N/A

**Course Staff:** Associate Lecturers

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

**HERA - 000997**

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

<b>Person Specification</b>	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"><li>• Relevant qualification at undergraduate and postgraduate level in Design, Media, Screen or a closely related discipline e.g. Graphic Communication or equivalent experience.</li><li>• PG Cert teaching qualification desirable or equivalent experience or commitment to undertake the appropriate PGCert training once in post</li><li>• Knowledge of Design, Media and Screen practices/processes.</li></ul>
Relevant Experience	<ul style="list-style-type: none"><li>• Extensive Further Education teaching, assessment and curriculum development.</li><li>• Undergraduate teaching, assessment and curriculum development in communication design or closely related discipline.</li><li>• Experience of working with international students.</li><li>• An understanding of online, blended learning and teaching technologies and methods.</li></ul>
Communication Skills	<ul style="list-style-type: none"><li>• Communicates with enthusiasm orally and in writing, adapting the message for a diverse audience in an inclusive and accessible way</li><li>• Uses appropriate levels of presentation skills to enable best use of available information and communication to support learning and organisational effectiveness as necessary for the post</li></ul>
Research, Teaching and Learning	<ul style="list-style-type: none"><li>• Applies innovative approaches to teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity</li><li>• Adapts approach and style to suit learners' needs. Monitors and assesses learning, giving feedback and guidance</li><li>• Designs and/or adapts approach, content and learning materials to suit the needs of different learners</li><li>• Applies own research to develop learning and assessment practice</li></ul>
Professional Practice	<ul style="list-style-type: none"><li>• Contributes to advancing professional practice/research or scholarly activity in own area of specialism</li><li>• Commitment to own development through effective use of the University's appraisal scheme and staff development</li></ul>
Planning and managing resources	<ul style="list-style-type: none"><li>• Plans, prioritises and manages resources effectively to achieve long-term objectives</li><li>• Maintains up to date knowledge of services available in own and related areas of work adapting services and systems to meet student needs</li></ul>

Teamwork	<ul style="list-style-type: none"> <li>• Works collaboratively and effectively in a team, networks or communities of practice and fosters constructive cross team collaboration</li> <li>• Maintains a cohesive team approach, ensuring this is presented to students/industry and colleagues.</li> </ul>
Student experience or customer service	<ul style="list-style-type: none"> <li>• Contributes to improving or adapting provision to enhance the student experience</li> <li>• Builds and maintains positive relationships with students</li> </ul>
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> <li>• Suggests practical solutions to new or unique problems</li> </ul>

**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**

**Last updated: September 2019      HERA - 000997**