

JOB DESCRIPTION AND PERSON SPECIFICATION	
Job Title: Lecturer in Business	Salary £37,265 - £44,708 pa
Contract Length: Permanent	Hours/FTE: 0.4
Grade: 5	Location Lime Grove London W12 8EA
Accountable to Course Leader, LCF International Introduction to the Study of Fashion	College/Service: London College of Fashion / International Office
<p>Purpose of Role</p> <p>To undertake teaching, unit management, curriculum development and research in the Fashion Business Pathway. Working as part of a committed team, you will deliver creative content that is regularly updated to reflect the latest industry developments, to a diverse cohort. To have extensive subject knowledge including: Fashion Business, Fashion Marketing, Fashion Branding and Buying / Merchandising.</p>	
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • 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 College'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 Course Leader in the management of the programme of teaching and assessment. • To support the process of reviewing the subject 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 academic staff and technicians to ensure quality and consistency of delivery across all courses. • To support the Course Leader in the planning and development of the curriculum and teaching programme. • To undertake planned internal verification of assessments, providing feedback and guidance on best practice to tutors. • To secure productive contacts and links with internal higher education academic staff in order to benefit students and to secure progression opportunities to higher education study. • To undertake income generation and sponsorship activities as appropriate. 	

- 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

Dean, Programme Director, Course Leader, other academic staff, technicians and administrative support, as appropriate.

Specific Management Responsibilities

Budgets: N/A
 Staff: N/A
 Other: Accommodation, equipment as required

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Person Specification	
Specialist Knowledge/ Qualifications	<i>Relevant Degree Qualification</i> <i>Specialist Knowledge in the creative communication of Fashion Business</i>
Relevant Experience	<i>Teaching across the subject areas Fashion Business</i> <i>Working with International Students</i>
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: 22/06/18