

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> Lecturer in Journalism		<b>Accountable to:</b> Course Leader – BA Journalism	
<b>Contract Length:</b> Permanent	<b>Hours per week/FTE:</b> 37 hours/1.0fte	<b>Weeks per year:</b> All	
<b>Salary:</b> £37,265 - £44,708		<b>Grade:</b> 5	
<b>College/Service:</b> London College of Communication, School of Media		<b>Location:</b> Elephant and Castle	

### Purpose of Role:

- To undertake teaching, unit management, curriculum development and research within the subject specialism of journalism studies.
- To undertake the role of Year Tutor on BA (Hons) Journalism, taking responsibility for the management and coordination of that area, and other related duties as determined by the Course and/or Programme Director.
- To take on unit leadership and teaching responsibilities for Theoretical/Contextual Studies and Dissertations.
- To play an active role in the department's research profile.

### Duties and Responsibilities

- To contribute to the development and delivery of the teaching programme in theoretical and contextual journalism.
- To undertake the role of Year Tutor and the ensuing management responsibilities, managing teams and coordinating delivery.
- Unit leadership responsibilities for Contextual/ Theoretical Studies units and Dissertations.
- To provide academic and pastoral support to students as necessary, monitoring student progress and maintaining appropriate records.
- To undertake general course management responsibilities including lesson planning, teaching, curriculum development, assessment, admissions and administration.
- To set, promote and maintain appropriate educational and professional standards of good practice both in teaching, delivery and curriculum development.
- To undertake research and scholarly activity and/or professional practice in a relevant discipline.
- To maintain 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.
- To contribute to funded projects including sponsored activities and income generation.
- To work with the academic team, contributing to curriculum development and the review and development of cross-disciplinary teaching strategies.

- To attend and contribute to course-related meetings and examination boards as required.
- To fully utilise University and other information and communication technologies in order to facilitate and enhance students' learning experiences and organisational effectiveness.
- To perform such duties consistent with your position 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 post.
- 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.

- Course Leader
- Programme Director
- Course Teams

**Specific Management Responsibilities**

**Budgets:** N/A

**Staff:** Associate Lecturers

**Other** (e.g. accommodation; equipment): N/A

HERA Ref LCC 127

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

**Job Title: Lecturer, BA Journalism**

**Grade: 5**

Person Specification	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> <li>• Relevant qualification (PG/ PhD)</li> <li>• Specialist knowledge in an area of journalism theory</li> <li>• Understanding of the relationship between theoretical and practical issues in journalism</li> <li>• Ability to contribute to the academic, and professional development of own area of expertise within the University</li> <li>• PGCHE or equivalent</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• Experience of teaching at Undergraduate level.</li> <li>• Experience of curriculum development and module leadership at Undergraduate level</li> <li>• Strong connections with the relevant areas of journalism and media industries</li> <li>• Current and innovative research with evidence of publishing in the area of specialism</li> </ul>
Communication Skills	<ul style="list-style-type: none"> <li>• Communicates effectively orally and in writing, adapting the message for a diverse audience in an inclusive and accessible way.</li> <li>• 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.</li> </ul>
Research, Teaching and Learning	<p>Applies innovative approaches in teaching, learning or research to support excellent teaching</p> <p>Adapts approach and style to suit learners' needs</p> <p>Monitors and assesses learning, giving feedback and guidance.</p> <p>Designs and/or adapts approach, content and learning materials to suit the needs of different learners.</p>
	<p>Applies own research to develop learning and assessment practice</p>
Professional Practice	<p>Contributes to advancing professional practice/research or scholarly activity in own area of specialism</p> <p>Commitment to own development through effective use of the University's appraisal scheme and staff development</p>

Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives Maintains up to date knowledge of services available in own and related areas of work adapting services and systems to meet student needs
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups  Contributes to the induction of new staff.
Student experience	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

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