

<b>JOB DESCRIPTION &amp; PERSON SPECIFICATION</b>	
<b>Job Title:</b> Course Leader – BA Virtual Reality	<b>Salary:</b> £46,423 - £55,932
<b>Contract Length:</b> Permanent	<b>Hours/FTE:</b> 1.0 FT
<b>Grade:</b> 6	<b>Location:</b> Elephant and Castle
<b>Accountable to:</b> Course Leader	<b>College/Service:</b> London College of Communication
<p><b>Purpose of the role:</b></p> <p>To be responsible to the Programme Director for:</p> <ul style="list-style-type: none"> <li>• The academic leadership and management of the BA Virtual Reality course, including the maintenance and enhancement of standards and responsibility for the design, development and delivery of the curriculum</li> <li>• The day to day management of the Course including all areas of learning, teaching and assessment of students as well as resources allocated.</li> <li>• Observing and implementing the policies and procedures of the University and the College.</li> <li>• Subject leadership in the fields of immersive, extended and virtual reality production technologies and workflows.</li> <li>• To actively contribute to the continued development of LCC as global leader in VR education research.</li> </ul>	
<p><b>Duties and Responsibilities</b></p> <p><b>Academic</b></p> <p><i>Curriculum Design, Content Organisation and Quality Enhancement</i></p> <ul style="list-style-type: none"> <li>• Responsible for lesson planning, teaching, assessing and contributing to curriculum development and new course initiatives within their area of specialism.</li> <li>• Contributes to curriculum development and the regular monitoring and review of courses and the quality of the teaching and learning provision.</li> </ul> <p><i>Learning, Teaching and Assessment</i></p> <ul style="list-style-type: none"> <li>• Take 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.</li> <li>• Monitors the attendance and performance of students through appropriate systems of tracking and assessment</li> <li>• Leads the writing of assignments/project-briefs and teaching and learning materials including course handbooks</li> </ul> <p><i>Student Support, Guidance, Progression and Achievement</i></p> <ul style="list-style-type: none"> <li>• Participates in the recruitment, selection, induction and briefing of students in relation to the content and context of the course.</li> </ul> <p><b>Managerial</b></p>	

- Work closely with the Programme Leader to ensure that effective delivery, at Course and Programme level, of College and University initiatives to designed to achieve priorities and objectives such as those published in the College's Annual Operating Plan and the University's institutional strategy.
- To work closely with senior academic and administrative staff to ensure that a co-ordinated and consistent approach to student recruitment and admissions for the Course is implemented and monitored at Course level
- Contributes to the promotion of the Course and Programme at Open Days as well as within and beyond the College

### ***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***

- 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:** Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Course Teams within the Moving Image and Digital Arts Programme
- Programme Director
- Academic Support Team
- Staff from UAL and LCC student services teams
- LCC Marketing and Communications Team

**Specific Management Responsibilities**

**Budgets:** BA Virtual Reality Staffing and Resources Budgets

**Staff:** Associate Lecturers/ Lecturers teaching on BA Virtual Reality

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

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Recruiting Manager: Dan Bartlett

Signed:



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All shortlisted applicants will be required to undertake the CREDO on-line personality assessment. This assessment provides us with a valuable insight into your preferred working style, temperament, interests and values. We will use your assessment to focus our interview discussion with you, in order to assess the fit between your profile and the role. At the end of the selection process each candidate will be offered the opportunity to receive a copy of the CREDO candidate development report. Staff selection decisions will never be made solely on the basis of a psychometric assessment.

**Person Specification**

<p>Specialist Knowledge/Qualifications</p>	<p><i>A demonstrable understanding of contemporary industry practices and workflows within the relevant subject pathways. Experience with relevant software such as, but not limited to-</i></p> <ul style="list-style-type: none"> <li>• Unity (Including C#)</li> <li>• Autodesk (Maya, including Python/MEL)</li> <li>• Unreal Engine</li> <li>• 360° camera technologies and workflows</li> <li>• Adobe CC</li> </ul> <ul style="list-style-type: none"> <li>• Undergraduate degree in a relevant discipline</li> <li>• Relevant post-graduate degree or PhD (desireable)</li> <li>• Postgraduate qualification in teaching (or commitment to undertake the appropriate training once in post)</li> </ul>
<p>Relevant Experience</p>	<p><i>Experience should include-</i></p> <ul style="list-style-type: none"> <li>• <i>Working successfully as a Course Leader/Lecturer/Senior Lecturer within an HE or FE environment</i></li> <li>• <i>Playing an active role in curriculum design or development for HE or FE courses. development for VR, Games or Animation courses</i></li> <li>• <i>Experience working in creative role with and Virtual Reality, Games or Animation environment.</i></li> </ul>

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  Experience managing academic and/or creative teams, and leading the development of individuals.
Research, Teaching and Learning	Applies innovative approaches to course leadership, 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	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

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: April 2019**

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