

<b>Company:</b>	London College Contemporary of Arts
<b>Department:</b>	Academic
<b>Role:</b>	Graphic Design Lecturer
<b>Reporting to:</b>	Graphic Design Course Director
<b>Direct reports:</b>	N/A
<b>Location:</b>	London (Tower Hill & Aldgate)

### Role Summary

Graphic Design is central to LCCA's DNA, and the role requires a skilled professional who can devise and deliver blended courses across platforms, engaging students to understand creativity through design and its varied applications in fashion, interior and business. The candidate will be inspiring students to deliver superior designs through challenging their vision in what contemporary graphic design consists of. The candidate must have an impeccable track record in successfully progressing students as well as strong industry links that will enhance and enrich the blended nature of delivering graphic design courses.

The candidate must have an impeccable track record in successfully progressing students as well strong industry links that will enhance and enrich the blended nature of delivering the course

This is an opportunity for the role-holder to work with the Course Director in this curriculum area for the College. The role holder will be expected to engage in research and or professional practice to address aspects across the creative industries including subject territory specific. The role holder will also be expected to contribute to extra-curriculum activities such as teaching development and other cross-College initiatives.

The role holder will be expected to engage in research and or professional practice/enterprise in subject specific territories.

### Key Activities & Responsibilities

- To set, promote and maintain appropriate educational and professional standards of good practice in teaching, delivery and curriculum development.
- To undertake general course management responsibilities including lesson planning, teaching, curriculum development, assessment, admissions and administration.
- To undertake a teaching programme, providing academic and pastoral support to students as necessary, monitoring student progress and maintaining appropriate records.
- 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 work with the academic team, contributing to curriculum development and the review and development of cross-disciplinary teaching strategies.

- To undertake research and scholarly activity and/or professional practice in a relevant discipline
- attend and contribute to course related meetings and examination boards as required.
- To fully utilise the College and other information and communication technologies to facilitate and enhance students' learning experiences and organisational effectiveness.
- To lead course team meetings, course committee meetings and organise and prepare for examination boards.
- To support / co-ordinate projects and promote the exchange of ideas and methods of working across specialist areas to broaden the student's experience.
- To contribute to an annual course monitoring report and ensure the continuous improvement and development of the course.
- To manage the overall programme of teaching and assessment on in the subject including liaison with the staff team.
- To support the Director of Programmes and Head of College in the development and implementation of college-wide policies and initiatives in relation to teaching and learning and curriculum development.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the College.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the Colleges' Equal Opportunities Policy and to promote 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 College'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 Colleges' policies and procedures, as laid down in the Financial Regulations.

### **General responsibilities**

- To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
- To adhere to the College's Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
- To work in accordance with the Data Protection Act 2018 and UK GDPR.

## Requirements for the role

### Qualifications / Education

- Relevant BA and postgraduate qualification or equivalent professional experience **[Essential]**

### *Desirable:*

- *PhD or Higher-level research degree*
- *Teaching qualification (PG Cert of equivalent)- all post holders will be expected to complete a PGCERT in education during their employment at LCCA if they do not currently hold one.*
- *Fellowship (or Higher) of the Higher Education Academy*

### Knowledge & Skills

- Applies an inquiring, innovative and reflexive approach to teaching
- Considers equality, diversity and inclusivity in all aspects of teaching practice
- Shows commitment to understanding the range of students' experiences
- within a course
- Ability to motivate and work in a collaborative way with staff and students
- Demonstrate, promote and facilitate collaborative ways of working across the organisation
- Ability to design and deliver units of study that introduce and develop the complex range of theoretical and practical concerns of the discipline
- Demonstrate an understanding of assessment practice including how to assess the work and progress of students and provide constructive, developmental and challenging feedback
- Demonstrate relevant professional networks and relationships that bring expert external knowledge to student learning, employment and enterprise
- Effectively plan and manage workload, prioritising work to meet deadlines and achieve personal, team and course objectives
- Collaborates and works effectively within team and across professional groups
- Works effectively and respectfully with a wide range of people
- Fosters inclusive and constructive teamwork and problem-solving
- Plans, prioritises and manages resources effectively to achieve objectives

### Experience

- Experience of teaching & assessment in a Higher Education environment
- Experience of leading and managing education (people, curriculum, quality & standards)

- Experience of teaching the discipline in a HE environment
- Evidence of research, knowledge exchange and/ or professional practice that contributes to the advancement of the Discipline and is relevant to the goals of the Course, College and Creative Industries as a whole
- Evidence of using contacts within subject peer group to develop partnerships or collaborations

*Note:*

*A lecturer will be expected to teach a minimum of 18-hours per week.*

*The post holder may be asked to undertake different or additional duties in line with business requirements at the request of their line manager.*

*There is an expectation that all employees will maintain the values of the Group and will comply with the code of conduct as well as equality and diversity, GDPR, health and safety and safeguarding policies.*

*There will be an occasional need to undertake business travel between other sites within London and across the UK.*