Job Description

POST TITLE: **Lecturer - BA (Hons) Graphic Design**

REPORTING TO: **Course Leader**

MAIN PURPOSE OF THE POST

To deliver teaching on-campus and undertake assessment on the BA (Hons) Graphic Design degree course devising appropriate plans and schemes of work accordingly. To act as a Module Leader where required and be responsible for the quality management and enhancement of the learning experiences within that module.

MAIN DUTIES:

1. Teaching an annually agreed timetable as specified in the University's current Management Guidelines and the Framework for Lecturing Posts;

2. Developing and delivering a high-quality learning experience to students on the course(s) on which you are undertaking teaching in a variety of settings using a variety of methods, preparing project briefs and schemes of work that are comprehensive and prepared in accordance with the University specification whilst ensuring they meet the needs of a diverse range of students.

3. To assess student work and provide high quality feedback both formative and summative according to the University's framework. To act as a moderator or second marker where required.

4. To Act as a module leader where required. This role has responsibility for the leadership and management of designated modules in liaison with the Course Leader. This includes academic quality management and the arrangements for assessment, communicating information to students, liaison with the managers of any linked resources, module evaluation and review. It also involves responding to student feedback and external examiner input and in accordance with the University Ethics and Health and Safety processes, ensuring student projects are achievable and safe (including guiding students on risk assessment).

5. To support the Course Leader by taking a lead on elements related to curriculum and course development from the following;
   - Student recruitment and the successful transition into and through the course
   - Critical thinking through academic and professional writing skills
   - Addressing the impact of digital proficiency on careers in the subject area
   - Progression into employment (transferable skills, industry liaison and work experience)

6. Ensuring that University procedures around students, student support and course management are followed. This may include:

    - Liaising with feeder courses including internal courses and attending open days and events as required; as well as participating in recruitment.
    - Providing support to the Course Leader in monitoring the students' welfare making referrals where necessary; and acting as a personal tutor.
    - Ensuring where necessary student induction processes are followed according to University procedures and guidelines, and ensuring that academic regulations are explained

7. Participating within the University's Quality Assessment processes and procedures. Such activities may include:-

    - Active participation in peer review;
    - Attending and contributing to Course meetings;
    - Carrying out Module Reviews;
    - Contributing to Annual Course Evaluations (ACE);
    - Contributing to Periodic Review;
    - Responding to student feedback;
    - Preparing module documentation, accurately and populating this on the VLE.

8. To identify opportunities to enhance the quality of learning opportunities, evaluating changes and, where they have been effective, disseminating them.

9. Ensuring adherence and that students adhere to the University's Health and Safety policies and procedures including undertaking risk assessments as required.

OTHER DUTIES

10. Complying with all relevant University policies and procedures, and in particular to actively support and promote the University's equality, diversity and inclusion policies and their implementation.

11. In the context of University and personal development to carry out any other duties that are commensurate with the post as directed by the line manager.

12. Actively promoting the University's international agenda through an inclusive curricula and supporting international students.

13. To actively support and engage with all aspects of the Sustainability Framework to assist in establishing the University as a sustainability leader.

PERSON SPECIFICATION

Criteria	**Essential or Desirable**	**Method of assessment**
Qualifications		
A degree in a relevant area.	Essential	Application Form / Certificate
A MA degree in a relevant area.	Desirable	Application Form / Certificate

Skills/Knowledge		
Extensive knowledge and expertise in Graphic Design through one or more of the following areas: industry professional, active practitioner or educator.	Essential	Application Form/Interview
Knowledge and experience in the use of industry standard design software such as Adobe Creative Cloud.	Essential	Application Form/Interview
Good verbal and written communication skills.	Essential	Application Form (Written) /Interview (Verbal)
Excellent pastoral or coaching skills.	Essential	Application Form/Interview
IT skills which will enable you to undertake this role.	Essential	Application Form/Interview
Proven administrative and organisational skills.	Essential	Application Form/Interview
Experience		
Relevant teaching experience at HE level or professional equivalent.	Desirable	Application Form
Personal Qualities		
Understanding of equality and diversity in relation to academic content and student need.	Essential	Application Form/Interview

This job description serves as a guide to the duties of the role and may be reviewed on an ongoing basis. The successful candidate will be required to gain Fellowship of the HEA within three years of appointment.