**Lecturer/Senior Lecturer in Digital Animation**



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| School/Department: | School of Film Media and Performing Arts |
| Grade: | 8/9 |
| Reports to: | Programme Director |
| Responsible for: | Hourly Paid Sessional Staff as required |
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| Job Summary and Purpose: | To contribute to the management, delivery and development of the BA (Hons) Animation and MA Animation academic programme within the School of Film, Media & Performing Arts at UCA. The principal function of this role will be to teach digital animation and coordinate delegated teaching and learning activities for the Animation Course plus deliver to related courses within the School as required. |

**01 MAIN DUTIES**

This professional role will encompass all of the following, but the balance of duties and responsibilities will be determined in agreement with your line manager and the principles of the stated job purpose.

* 1. General Duties
		1. The duties and responsibilities of a lecturer are inherently of a professional nature and are wide ranging. They include:
		2. direct teaching (specialising in digital animation)
		3. tutorial guidance to student’s learning, including as unit leader
		4. research and other forms of scholarly activity
		5. knowledge transfer and industry outreach
		6. curriculum development
		7. assessment and feedback
		8. educational management and administration
		9. participation in the deliberative processes of the University (committee membership etc)
		10. participation in quality assurance procedures
		11. recruitment and admission of students
		12. staff appraisal
		13. income generating activities
		14. representing the University on or to appropriate external bodies
	2. Specialist Duties
		1. To undertake specified teaching duties, specifically those relating to the delivery and teaching of BA (Hons) Animation and MA Animation within the School of Film, Media & Performing Arts at UCA Farnham. The post holder will specialise in teaching digtal animation and will lead units if required.
		2. To support the coordination and enhancement of the curriculum for specific units relating to animation within the School including managing sessional lecturers, organising workshops and study trips, coordinating assessments and taking responsibility for the professional development of specific groups of students.
		3. To assess the work and progress of students by referencing to the assessment criteria and provide constructive, developmental and challenging feedback to students within the specific and agreed timeframes.
		4. To make a contribution to the School and University Research & Enterprise culture through your own distinctive research and/or professional practice.
		5. To ensure that students’ performance is monitored and proper records are kept, and that individuals’ progress is tracked and communicated back.
		6. To liaise with the Programme Director within the School in matters relating to provision within the School.
		7. To participate in student recruitment, including interviewing where appropriate.
		8. To contribute to academic development initiatives at both programme and University level, particularly to assist in the planning, updating and development of animation studies, maintaining present standards and contributing appropriately to innovation and evolution of the subject areas.
		9. To develop and maintain appropriate personal IT and computer skills, both subject specific and related to general delivery of the programmes.
		10. To take a proactive role in ensuring equality of opportunity among peers, students and other stakeholders.
		11. To contribute to the work of the University as a whole as expressed through the University Action Plan, and Annual Operating Targets, and to undertake such additional tasks as may arise in the course of executing the University’s Strategic Plan.

Senior Lecturers are expected to make an enhanced contribution to the School and the University through their internal and external influence; multi-disciplinary working; anticipation of future requirements; consideration and communication of complex ideas or research; design and delivery of one-off learning events outside of existing frameworks and acting as an academic supervisor or mentor or other duties appropriate to the post and its seniority.

The University actively encourages staff development and training. You are expected to participate in training and development activities as necessary to meet job, institutional and personal development.

Training and development is primarily focused as developing you in your present role. However, some part of the long term training strategy of the University includes identifying personal development needs that will improve your performance and skills as an employee of the University.

**02 Duties of all staff**

2.1 Maintain and promote health, safety & wellbeing awareness and commitment within the framework of the University's Health, Safety & Wellbeing policy.

2.2 Take responsibility for health and safety of yourself and others in carrying out the duties of the role.

2.3 To promote equality, diversity and inclusion in your performance of your duties.

2.4 Undertake any other work which is commensurate with the level and responsibility of the post.

2.5 To actively participate in learning and development to meet the requirements of your role and the University.

**Starting salary**

Determination of starting salary at grade 8 or 9 is based on the level of experience of candidates in teaching, leadership and management and research/professional practice.

Appointment at grade 9 is made on the experience of candidates in teaching, leadership and management and research/professional practice (demonstrating this is equivalent to the top of grade 8) and in consideration of the following factors; holds a recognised teaching qualification relevant to the sector – PGCert or HEA; demonstrates competence in academic management (for instance unit management; year/subject co-ordination; admissions management; graduate show/exit co- ordination; key Teaching, Learning and Assessment project; work placement management; study abroad co-ordination and has a recent demonstrable record of research/scholarship.

**Circumstances**

May involve travel between the three campuses within the University to attend meetings etc.  Schools liaison and other curriculum adjuncts may require occasional evening delivery and other work outside ‘office hours’.

A summary of key UCA Terms and Conditions of employment and further details of how to apply can be found at [https://jobs.ucreative.ac.uk](https://jobs.ucreative.ac.uk/)

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| **04 Selection Matrix** | **Essential** | **Desirable** | **Used to shortlist** |
| **Qualifications** |
| 1 | Appropriate first and masters degree in a relevant subject | û |  |  û |
| 2 | Teaching qualification (PGCE or Advance HE professional recognition)*A Teaching qualification is essential within 3 years of appointment – if not held at the time* *of appointment UCA will provide support with study.*  | û  |   |  û |
| 3 | PhD in a relevant subject area |  |  û |   |
| **Knowledge & Experience** |
| 3 | Experience of leading and managing education (people, curriculum, quality & standards, students, recruitment) | û |  |  û |
| 4 | Experience of teaching the discipline in a HE environment (permanent, fractional, sessional or hourly paid contract) | û |  |  û |
| 5 | Experience of providing a high-quality student experience | û |  |  û |
| 6 | Ability to design and deliver units of study that introduce and develop the complex range of theoretical and practical concerns of the discipline | û |  |  |
| 7 | Demonstrate an understanding of assessment practice including how to assess the work and progress of students and provide constructive, developmental and challenging feedback. | û |  |  |
| 8 | Demonstrate relevant professional networks and relationships that bring expert external knowledge to student learning, employment and enterprise | û |  |  |
| 9 | Effectively plan and manage workload, prioritising work to meet deadlines and achieve personal, team and course objectives. | û |  |  |
| **Practice/Research** |
| 10 Demonstrate industry experience/professional practice in the discipline û û |
| 11Attained or working towards research outputs (equivalent to REF submission) û û |
| 12Demonstrate experience of providing high quality supervision to masters and PHD students (desirable) û  |
| **Personal Attributes and Behaviours** |
| 13 Ability to motivate and work in a collaborative way with staff and students  û |
| 14 Demonstrate, promote and facilitate collaborative ways of working across the organisation  û |
| 15 Demonstrate an innovative and collaborative approach to solving problems often under pressure  û |
| 16 Communicate using straight forward, inspiring language that is tailored to the audience, using the most appropriate medium  û |
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Does the role require a DBS? NO