**Senior Lecturer-**

**Visual Communication**



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| School/Department: | UCA Canterbury  |
| Grade: | 9 |
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| Reports to: | Programme Director Visual Communication  |
| Responsible for: | Temporary lead tutor for Year 1 BA Course |
| Location: | Canterbury  |
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| Job Summary and Purpose: | To year lead, teach and supervise at undergraduate and postgraduate levels and to contribute to the development, assessment and management of academic delivery for BA Body Art; in addition to undertaking relevant research, recruitment, scholarship, commercial and other School and University development related activities.  |

**MAIN DUTIES**

The role is temporary cover for a staff member on long term sick leave. Responsibilities will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with your line manager in line with the stated job purpose and will be wide ranging.

1. Responsibility for the delivery, leadership and assessment of units, including projects and critical studies.

2. Teach and provide supervision utilising a range of up-to-date and disciplinary-specific teaching, learning, support and assessment methods which create interest, understanding and enthusiasm amongst students, as well as responding to students’ needs.

3. Undertake marking, assessment and examination of work by reference to the learning objectives and provide constructive, developmental and challenging feedback to students within the specific and agreed timeframes.

4. Ensure that students’ performance is monitored and proper records are kept, and that individuals’ progress is tracked and communicated back to them.

5. Participate and contribute to the management, planning, design, development and review of unit and course content, maintaining quality standards and contributing appropriately to innovation and evolution of the subject areas.

6. Responsible for the pastoral care and motivation of students, supporting learning differences, and on occasion personal difficulties, ensuring that appropriate internal or external specialist support for the latter is sought where needed.

7. Contribute to the effective and smooth running of the programme and school, including attending and contributing to meetings, working effectively and collaborating with colleagues (academic and professional services) to identify and respond to students’ needs, participate and contribute to decisions on academic content.

8. Make a contribution to the School and University Research & Enterprise culture through your own distinctive research and/or professional practice and apply the knowledge acquired to inform unit design and teaching delivery.

9. Build and develop relationships with national or international professional organisations within the subject field. This may involve links with professional bodies, e.g. re ongoing accreditation.

10. Prepare, organise and assist with student cultural visits, exhibitions, field trips and placements as appropriate and to attend key events, including Graduation days.

11. Participate in student recruitment, including Open Days and interviewing where appropriate and as a proportion of your role.

12. To contribute to the work of the University as a whole as expressed through the University’s Strategic objectives and to undertake such additional tasks as may arise in the course of executing the University’s Strategic Plan.

13. Undertake administrative duties appropriate to the role, including admissions, timetabling and adherence to University procedures.

14. To develop and maintain appropriate personal IT and computer skills, both subject specific and related to general delivery of the programmes.

15. Participate in the PDR process. Ensure that knowledge of the relevant subject area is fully up to date by actively engaging in continuous professional development and scholarly activities appropriate to the role.

16. Responsible for being aware of the risks in the work environment, and their potential impact on own work and that of others, including being aware of any relevant risk assessments in place and adherence to these and undertaking any relevant health and safety training.

17. Understand the University’s Safeguarding Policy and ensure that any concerns are reported and addressed.

18. Maintain and promote equality and diversity within the terms of the University’s published procedures.

**Duties of all staff**

32. Contribute, in line with the seniority of the role, to the work of the University as a whole as expressed through the University’s Strategic objectives and to undertake such additional tasks as may arise in the course of executing the University’s Strategic Plan.

33. Promote the values of the University and encourage and support a culture and ethos of high performing teams.

34. Support and actively further the University's equality diversity and inclusivity policy, understanding how it operates within the responsibilities of the post.

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

36. Undertake any other work as required commensurate with the level and responsibility of the post.

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| **04 Selection Matrix** | **Essential** | **Desirable** | **Used to shortlist** |
| **Qualifications** |
| 1 | A postgraduate degree in a relevant subject | û |  | û |
| 2 | Teaching qualification relevant to the role (or equivalent fellowship of the Higher Education Academy) |  | û | û |
| 3 | A postgraduate research degree (preferably a PhD) in a relevant subject |  | û |  |
| **Knowledge & Experience** |
| 4 | Extensive teaching experience in an HE environment at both undergraduate (and postgraduate levels desirable), including the design and development of courses | û |  | û |
| 5 | Experience of providing a high-quality student experience  | û |  | û |
| 6 | Demonstrate an understanding of assessment practice including how to assess the work and progress of students and provide constructive, developmental and challenging feedback. | û |  |  |
| 7 | Effectively plan and manage workload, prioritising work to meet deadlines, achieve agreed objectives and manage competing priorities. | û |  |  |
| 8 | Demonstrate an active research/professional practice profile with significant research outputs (equivalent to REF submission) |  | û | û |
| 9 | Demonstrate relevant professional practice, networks, relationships within the discipline that bring expert external knowledge to student learning, employment and enterprise. |  | û | û |
| 10 | Demonstrates competence in academic leadership and management e.g. Unit/year lead/coordination or equivalent. |  | û |  |
| 11 | Demonstrate experience of providing high quality supervision to masters and PHD students |  | û |  |
| **Skills, Personal Attributes and Behaviours** |
| 12 | Ability to communicate using straight forward, inspiring language that is tailored to the audience, using the most appropriate medium (both orally and in writing) | û |  |  |
| 13 | Ability to motivate and work in a collaborative way with staff and students | û |  |  |
| 14 | Highly competent user of relevant IT systems and Technology that support innovative teaching and learning within HE | û |  |  |
| 15 | Ability to provide leadership, coaching, development and mentoring to teaching and research staff/teams | û |  |  |
| 16 | Ability to manage budget and resources | û |  |  |
| 17 | Ability to contribute to broader University & management processes and initiatives. | û |  |  |