UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Lecturer in Design (Arts Foundation)
ACADEMIC PROFILE	Teaching, Scholarship and Professional Practice
DEPARTMENT	Lincoln School of Design
LOCATION	Brayford Campus
JOB NUMBER	COA425 **GRADE** 7 **DATE** August 2022
REPORTS TO	Head of School

CONTEXT

The long-established Lincoln School of Design sits within the University of Lincoln's College of Arts. It performs undergraduate and postgraduate teaching, research and professional practice in Creative Advertising, Product Design, Graphic Design, Illustration, Fashion Design, and Photography, and delivers the cross-college Arts Foundation Year (AFY) programme.

This dynamic and ambitious School is home to a vibrant community of around 60 academics and 900 students. Its specialist studios, labs and workshops provide impressive spaces in which students can critically appraise the world of design and share their ideas through practice-based learning. It has a track record of excellent teaching and propelling students into successful careers and offers significant potential for working across disciplinary and institutional boundaries in the development of teaching, research and professional practice.

The Arts Foundation Year is the first year of an integrated four-year degree programme which provides an alternative entry route on to a wide range of degree courses within the College of Arts, including Animation and Visual Effects; Architecture; Creative Advertising; Design for Event, Exhibition and Performance; Fashion; Fine Art; Graphic Design; Illustration; Interior Architecture and Design; Photography; and Product Design. The Arts Foundation Year adopts a dynamic interdisciplinary approach to learning, where all students follow the same curriculum and studying alongside one another, regardless of their degree specialism.

JOB PURPOSE

Overview
This is a developmental role for those entering their first full academic role. As such the duties described represent the range of activities that may be expected at this level and the actual range and depth of duties being undertaken will vary dependent upon the experience of the staff member.

Staff developing through this level are expected to gain the necessary experience and skills to demonstrate competency in the main areas of role as described before progressing to the next level.

General Duties
To work with colleagues on curriculum development and the advancement of relevant discipline areas within the university.

To deliver teaching over a range of modules within an established programme. To undertake student tutoring and support.

To carry out a limited number of additional activities in support of the academic work of the department.

The main purpose of this role is to deliver teaching within the School of Design.

Specifically, the appointee will be mostly engaged in teaching into the Arts Foundation Year (AFY) programme, which contributes to many schools and programmes across the College of Arts, and is coordinated and delivered from within the School of Design.

The Foundation programme provides an alternative pathway into Higher Education for many of our students and has been designed to enable students who perhaps need more time to adjust to degree-level study, are not sure which subject they want to pursue, achieved lower than expected grades, or are returning to education. It plays an important recruitment role for the School and the College. The Arts Foundation Year is a transition programme that accommodates students with different leaning capabilities and prepares and supports individual transition to independent learners who are capable of successful completion in their chosen course of study.

This position will support the Programme Leader of the AFY to deliver a quality learning experience for all students across all areas of study, whilst providing appropriate levels of support to individual students as necessary.

Depending on the experience and background of the appointee, it is also expected that this position will contribute more broadly to teaching across other School of Design programmes at both UG and PGT levels, and to engage in activities that enhance the aspirations and performance of the School.

KEY RESPONSIBILITIES

The responsibilities of a Lecturer are wide ranging and may change over time according to the development needs of the department and the individual. In general a Lecturer can expect to undertake any of the following:

Teaching and Learning Support

- To engage in teaching on undergraduate and/or postgraduate level programmes as determined by the Head of School. The range of teaching duties may change from time to time.

- Contribute to the design, content and delivery of specific areas of teaching and learning and to the quality of teaching delivered.

- Collaborate with colleagues in the continuous review and development of the School's programmes.

- Take responsibility for the co-ordination of modules when appropriate to do so and after gaining sufficient relevant experience.

- Work in accordance with University policies and procedures to undertake assessment of students' work and give feedback.

Scholarly Activity and Professional Practice

- Develop a standing as a scholar and /or practitioner in your field that contributes to the profile and reputation of the School

- Collaborate in scholarly activities and / or professional practice-based initiatives with colleagues in and beyond the School if appropriate

- Work with Professional bodies or relevant industry contacts to develop student or educational contract opportunities for the School/Department

- Work with more senior Scholars or Professional Practice leads in the School/Department to develop relevant activities to enhance the income and reputation of the School/Department and University

- Engage in subject professional and pedagogy research as required to support teaching activities

- Ensure that outcomes of scholarly activity are appropriately disseminated

- Engage in continuous professional development and scholarly activity in order to develop own professional skills, including teaching and learning skills

Liaison and Networking

- Establish contacts within the wider community where possible and begin to form relationships for future collaboration

- Develop links with relevant professional bodies and academic groups

- Develop involvement in academic activities with industry and other external partners

- Take part in relevant internal committees and working groups

- Liaise with subject librarians, central timetabling and other services to ensure resources available are appropriately deployed

Team Working

- Work as a member of a team, collaborating on curriculum development and contributing to departmental meetings.

- Begin to co-ordinate the work of others when appropriate through taking responsibility for module co-ordination

Student Support

- Act as academic tutor to students as allocated by the Head of School and act as first line contact for them for advice and support on academic matters, ensuring that students are directed to relevant support services when necessary

- Supervise student projects and placements as appropriate

Citizenship

- Contribute, as required to the wider mission and reputation of the University with active involvement in activities contributing to general university life e.g. open days, student activities, alumni events and delivery of outreach activities e.g. school visits, local community activities

- Where appropriate, active participation in committees/groups contributing to university life e.g. health and safety, customer service, equality diversity and inclusivity, sustainability and working groups

- Engage in appropriate training programmes in the University, actively follow and promote University policies and participation in the staff appraisal scheme

- Where appropriate help contribute towards the future development of the University and support the University's wider social, cultural and economic development of our region, our 'civic' mission with engagement and/or leadership of external partnerships contributing to the civic mission of the University. Participation in external activities such as volunteering, cultural activities, community activities

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role
Other duties as directed by the Head of School

Key working relationships/networks	
Internal	**External**
- Head of Department - Faculty Senior Academic Managers - Programme Leaders - Departmental academic, administrative and technical staff - Support Services Staff	- Relevant academic and professional groups - Relevant national, regional and international networks - External examiners

UNIVERSITY OF LINCOLN
PERSON SPECIFICATION

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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Relevant honours degree or equivalent	E	A
Working to or having completed a PhD in relevant discipline or equivalent through demonstrated record of practice and professional achievement	E	A
HE teaching qualification (HE PGCE or HEA fellowship) OR a commitment to complete one	E	A
Experience:		
Teaching in Higher Education	D	A/I
Curriculum development	D	A/I
Development and innovation of teaching and learning methods	D	A/I
Interdisciplinary work relevant to the Department	D	A/I
Developing depth and breadth of subject understanding	E	I
Skills and Knowledge:		
Evidence of continuing professional development	D	A/I
Knowledge of Higher Education	D	A/I
Ability to develop excellent teaching and assessment skills across the range of taught levels offered	E	A/I
Ability to contribute to curriculum development	E	A/I
Ability to support students in their study through academic counselling	E	A/I
Ability to use digital learning management systems	D	A / I
Ability to work on own initiative	E	A/I
Competencies and Personal Attributes:		
Enthusiasm	E	I
Commitment	E	I
Team working	E	I
Good interpersonal skills	E	I
Flexibility and adaptability	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job.
Desirable Requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	IDV	HRBA	SP