

**Ref:**

**Note:** This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes in this job description before implementation.

### **Role Descriptors Outputs and Requirements**

**Title:** **Lecturer (Ac2 Grade)**

**Reports to:** Course Leader

**Department**

#### **Professional Values**

All Lecturers are required to demonstrate respect for individual learners and be committed to incorporating the process and outcomes of relevant research, scholarship and/or professional practice. Lecturers are required to be committed to the development of learning communities and encouraging participation in Higher Education, while acknowledging diversity and promoting equality of opportunity. It is also a requirement that all staff are committed to undertaking continuing professional development and evaluation of individual practice and that they are proactive in improving the student experience.

#### **Role Purpose**

To teach as a member of a teaching team in a developing capacity within an established programme of study.

#### **Principal Accountabilities**

1. Teach within an established programme or programmes of study, and within a variety of settings from small tutorial groups to large lectures, ensuring that learning needs of the students are identified, that appropriate learning objectives are defined and that the content of the learning materials and methods of delivery meet the defined learning objectives. This may include module leadership.
2. Contribute to development of teaching materials, methods and approaches with guidance. Develop personal skills and appropriate approaches to teaching, seeking guidance from senior staff as appropriate and continually seeking ways of improving performance by reflecting on teaching design and delivery by obtaining and analysing feedback from students and colleagues.

3. Create a climate for students that challenges thinking, fosters debate and develops the ability of students to engage in critical discourse and rational thinking, ensuring that at all times the work of the students is supervised appropriately and advice and assistance is provided on study skills and any other learning issues.
4. Use appropriate assessment instruments and criteria to assess the progress of the students and ensure that all students are provided with constructive feedback in a prompt and timely manner.
5. Develop and extend contacts and regularly participate in internal and external networks for the exchange of information and ideas and to develop good working relationships.
6. Contribute to preparing technical material e.g. proposals and applications for funding or accreditation.
7. Act as a personal tutor and mentor for students, ensuring that appropriate listening, interpersonal and pastoral care skills are used to deal with sensitive or difficult issues and that appropriate support is provided, taking into account individual student needs and circumstances, referring students to specialist support services if necessary.
8. Engage in subject, professional or pedagogic research and other scholarly activities which can support teaching activity and where the quality of the outputs can be recognised nationally in terms of originality, significance and rigour.
9. Undertake any other duties within their competence as required by the University.

## **CONTEXT**

The postholder will be expected to manage their own teaching, scholarly and administrative activities within the framework set by the department, Faculty or University policy. There may be a requirement to supervise student projects, fieldwork or placements depending on the module or course. The postholder will be expected to possess sufficient breadth or depth of specialist knowledge to be able to deliver high quality teaching and support to established teaching programmes. The postholder will be expected to engage in a programme of continuous professional development, in consultation with their line manager.

The postholder has responsibility for ensuring that suitable and sufficient risk assessments are undertaken for the activities for which they are responsible and that measures to control risk are identified and implemented, and communicated to all affected.

They must ensure the provision of adequate supervision and training, to include: the responsibility to work with due regard for the health and safety of themselves and others; familiarity with actions to be taken in the event of emergency; and the duty to report accidents and hazards appropriately.

The University of Westminster has developed the Professional Recognition Enhancement Scheme for Teaching (PRESTige) accredited by the Higher Education Academy (HEA) for Fellowship of the HEA at different categories. The categories range from Associate Fellow (AFHEA), Fellow (FHEA), Senior Fellow (SFHEA) and Principal Fellow (PFHEA) and are benchmarked against the UK Professional Standards Framework for Teaching and Supporting Learning, 2011 (UKPSF). PRESTige has two routes - the Pg Cert Higher Education which is accredited for the award of AFHEA, FHEA and SFHEA and an experience-based e-portfolio route. All academic colleagues are strongly encouraged to engage with PRESTige and work towards the appropriate category of fellowship. For further information, contact [staffdevelopment@westminster.ac.uk](mailto:staffdevelopment@westminster.ac.uk)

## **Fashion at Westminster**

Fashion at Westminster equips its graduates with the skills and experience for successful careers in the fashion industry. Alumni of the University include Christopher Bailey, Chief Creative Officer of Burberry; Katie Hillier, Creative Director for Hillier Bartley; Jutta Kraus, Creative Director of Bernhard Willhelm; and Stuart Vevers, Creative Director of Coach.

In recent years, Westminster has also produced a new wave of designers who show at London Fashion Week including Claire Barrow, Ashley Williams, Liam Hodges, and Roberta Einer.

Westminster works very closely with the fashion industry, and students undertake internships with the world's leading fashion companies, including Alexander McQueen, Celine, Burberry, Tom Ford, Marc Jacobs, Alexander Wang, Louis Vuitton, Christian Dior, Balmain, Lanvin, Givenchy, and Balenciaga.

The *2015 Business of Fashion Global Rankings* placed our teaching in fashion the best in the UK, and third overall worldwide. Additionally, both our student internship programme and fashion resources were scored the highest globally, highlighting our belief that providing students with good studio space and resources supports their development and practice.

## **DIMENSIONS**

These may vary from time to time dependent on precise duties.

Course (s) Title BA Fashion Design

Student Numbers 140

Location Harrow

We are seeking an inspirational creative individual who is passionate about teaching 3D development and realisation, and that has a higher degree in a relevant subject area and an excellent fashion industry background with significant experience of developing industry links for live projects. You will make a significant contribution to employability through creating and maintaining links with industry at both national and international level.

Fashion at Westminster has an exceptional reputation for having a strong conceptual context for its teaching in design underpinned with excellent industry contacts that ensure that graduates have both the creative and commercial skills to enable them to flourish at the very top of their profession internationally.

We are looking for applicants who have exceptional skills in 3D development and realisation. You will be able to work across a variety of different outputs including menswear, womenswear, and sportswear and be able to adapt your teaching and processes according to meet the needs of both the student and their design specialism.

We are particularly interested in applicants with excellent in-depth knowledge of current developments within the international fashion industry and how that relates to the cut and construction of garments in a modern and contemporary manner.

You will have sufficient breadth and/or depth of specialist knowledge and application of Fashion/Design (including current international design practice) to work within established programmes and write authoritatively within the subject area.

Fashion is a rapidly expanding area at Westminster, and there are opportunities for the right candidate to develop the role and subject area further in line with the School's strategy.

**Person Specification  
Lecturer (Ac2 Grade)**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Degree	<b>E</b>	
Post-Graduate Degree or Professional Qualification	<b>E</b>	
Teaching Qualification (e.g. PGCHE Learning & Teaching) or the commitment to achieve this at the earliest possible date (desirable)	<b>E</b>	
An expectation of prior attainment of HEA Fellowship or a willingness to undertake and engage with the University's PRESTige scheme for the appropriate category within an agreed timeframe	<b>E</b>	
<b>You will have proven experience and evidence of:-</b>		
Ability to design and deliver course materials	<b>E</b>	
Proven record of successful experience in research and teaching	<b>E</b>	
Subject expertise that is up to-date	<b>E</b>	
Breadth and depth of specialism of specialist knowledge in the discipline, to work within existing programmes	<b>E</b>	
Engagement in continuous professional development	<b>E</b>	
Exceptional skills in 3D development and realisation.	<b>E</b>	
Ability to work across a variety of different outputs including menswear, womenswear, and sportswear and can adapt your teaching and processes accordingly	<b>E</b>	
in-depth knowledge of current developments within the international fashion industry in relation to the cut and construction of garments in a modern and contemporary manner.	<b>E</b>	

Contribution to design of teaching or research		<b>D</b>
<b>Skills</b>		
High level analytical capability	<b>E</b>	
Ability to communicate information clearly	<b>E</b>	
Ability to encourage commitment to learn in others	<b>E</b>	
Ability to assess and organise resources		<b>D</b>
Understanding of and ability to contribute towards broader management issues		<b>D</b>
<b>Personal Attributes</b>		
Fully committed to contributing to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.	<b>E</b>	