UNIVERSITY OF
FORWARD
THINKING
WESTMINSTER▦

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 BSc Architectural Technology**

Reports to: **Assistant Head of School**

Department: **School of Architecture + Cities**

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 School of Architecture and Cities is one of the leading schools of architecture in the UK. Situated in the centre of London, the School enjoys large purpose-built and refurbished studios, a cutting-edge Fabrication Laboratory featuring extensive digital and analogue workshops, and a variety of well-equipped lecture spaces. The School's programmes are characterised by their diversity, strong links to practice and teaching-led research, as well as by a commitment to embracing digital technologies, innovation in strategic design and sustainable practice. They also benefit from being part of a wider, collaborative College of Design, Creative and Digital Industries.

We are looking for candidates with proven records of successful industry experience and/or research and teaching in Architectural Technology. The postholder will be expected to manage their own teaching, scholarly and administrative activities within the framework set by the School, College 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). All academic colleagues are strongly encouraged to engage with PRESTige and work towards the appropriate category of fellowship. For further information, contact Centreforteachinginnovation@westminster.ac.uk

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

This post sits within the School of Architecture + Cities, in the College of Design, Creative, and Digital Industries based at the University's Marylebone Campus. The School offers a range of professionally accredited undergraduate and postgraduate courses in Architecture, Interiors, Planning and cognate disciplines. It seeks to develop innovative cross-disciplinary links between areas of Architecture, Interior Architecture, Environmental Design, Urban Design, Town Planning, Sustainable Development and Planning, Transport Planning and Logistics, Tourism and Events– and Housing Design & Development.

We are looking to appoint a 0.6 part-time Lecturer to teach on the BSc Architectural Technology degree.

Course: BSc Architectural Technology Honours
Student Numbers: Approx. 110 students full-time
Location: Marylebone Campus

This appointment is an opportunity to contribute to studio teaching, undertake module leadership, course development and personal tutoring. In addition, the post-holders will be expected to actively support our diverse student body, enhance professional engagement, expand digital capabilities, as well as address the climate emergency and contribute to the culture of the wider School.

Professional experience and understanding of architectural technology and architecture related disciplines is essential, together with a Post-Graduate Degree (or

an equivalent level of knowledge), teaching experience in higher education and/or relevant professional experience (e.g. in practice). The person specification below sets out the full details of the skills, knowledge and experience required in order to successfully fulfil this role.

Person Specification
Lecturer

Qualifications	Essential	Desirable
Degree	E	
Post-Graduate Degree or Professional Qualification	E	
Teaching Qualification, (e.g. PGCHE Learning & Teaching) or the commitment to achieve this at the earliest possible date or equivalent relevant teaching experience as assessed by the recruiting manager.	E	
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	E	
You will have proven experience and evidence of:-		
Ability to design and deliver course materials	E	
Proven record of successful experience in research and teaching	E	
Subject expertise that is up to-date	E	
Breadth and depth of specialism of specialist knowledge in the discipline, to work within existing programmes	E	
Engagement in continuous professional development	E	
Contribution to design of teaching or research		D

Skills		
High level analytical capability	**E**	
Ability to communicate information clearly	**E**	
Ability to encourage commitment to learn in others	**E**	
Ability to assess and organise resources		**D**
Understanding of and ability to contribute towards broader management issues		**D**
Personal Attributes		
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.	**E**	