

## UNIVERSITY TEACHER – GRAPHIC DESIGN (2 x 0.5FTE POSTS)

Job Ref: REQ180619

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable re-employee is identified.**

The School of the Arts, English & Drama requires two new colleagues to primarily undertake dedicated 0.5FTE [term-time: Sept to June] teaching and scholarship roles on its highly regarded undergraduate and postgraduate degree programmes in Graphic Communications & Illustration, (currently BA Hons Graphic Communication and Illustration, and MA Graphic Design and Visualisation). These are intensive teaching posts that will deliver a variety of skills, knowledge and procedural practice in support of project briefs and assessment tasks to significant student numbers. The post holders will work closely with Academic and Technical staff in developing high quality pedagogic approaches in facilitating the taught programmes, and to ensure outcomes of high standard.

### Job Description

**Job Grade: SSA Grade 7**

### Job Purpose

Under the SSA Contract, the post holder will be expected to contribute to teaching on existing and future Undergraduate and Postgraduate modules. The role may include developing and delivering lectures, tutorial sessions, practical workshops, group-working with students and other staff, engaging in assessment, and providing feedback to students.

Operating at a complex level the post holder will work with Academic and Technical staff to develop practical approaches to delivering core aspects of Graphic Design (including typography, illustration, photography, and animation) in a variety of communications applications. The post holder must necessarily be competent in specialist technical teaching delivery in creative digital technologies.

### JOB DUTIES:

**The teaching identified for this post is related to undergraduate and postgraduate level in existing and future modules.**

## **DUTIES**

### ***Teaching***

- To carry out teaching activities under the direction of the Programme Director and/or Responsible Examiner, and inspire undergraduate students, and to conduct associated assessments.
- To prepare for teaching across the Programme by developing an understanding of the content, learning outcomes and modes of delivery for the relevant module sessions.
- To engage with the current taught curriculum, delivering and adapting content from existing materials and methods where appropriate.
- To prepare course materials and ensure that information is available to students in advance of the course and taught sessions.
- To deliver teaching including individual and group tutorials, seminars and lectures.
- To be available for tutorial support with students at specified times.
- To undertake assessment under the direction of the module leader and Programme Director
- To attend programme meetings and work collegiately as part of a Programme team.

### ***Enterprise***

- To potentially engage with business, public and voluntary organisations through knowledge exchange activities such as student projects, study abroad and placements, consultancy and specialist training.
- To create social, cultural and economic impact from academic activity.
- To secure external funding in support of these activities.
- To seek opportunities for short courses.

### **Points To Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

### **Special Conditions**

To support the academic function within the School by undertaking other internal and external duties, which may include marketing, representation of the subject at recruitment events, industry collaboration and placement development, under the guidance of the Dean and/or appropriate members of the School Management Team, and/or the Strategic Subject Lead/Programme Director as required.

To support School Open Days and Outreach Activities. This may include Interviewing applicants to the course and Organising visits and speakers as appropriate.

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

## **Organisational Responsibility**

Reports to: Dean of the School of the Arts, English and Drama

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	<p>Good track record and experience of Graphic Design teaching in the Higher Education environment.</p> <p>Experience of working in the field of contemporary Graphic Design practice in a teaching and / or professional design context.</p> <p>In-depth knowledge of Graphic Design practice aligning with the specialist UG pathways</p>	1
Skills and abilities	<p>Ability to work independently and on own initiative.</p> <p>Excellent team working skills</p> <p>Excellent technical skills in a variety of applications pertinent to the delivery of Graphic Design.</p> <p>Excellent organisational skills.</p> <p>Flexible approach to working and an ability to prioritise tasks, with a capability of working under pressure to meet deadlines.</p> <p>Good written and verbal interpersonal and communication skills.</p> <p>Competent IT skills with particular reference to Microsoft Word, PowerPoint, Excel and Outlook.</p>	1,3
Training	<p>Commitment to and evidence of continuing professional development.</p>	1,3
Qualifications	<p>Degree or Equivalent</p>	1

Other	Commitment to observing the University's Equal Opportunities policy at all times.	1,3
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### Desirable Criteria

Area	Criteria	Stage
Experience	PGCE in a relevant subject and / or a PG award	1
Skills and abilities	Ability to provide specialist tutorial and counselling advice to students (1)  Ability to take part in module and programme development (3)  Knowledge of the challenges faced in recruiting to and sustaining UK HE art and design degree programmes (1)	1,3
Training		1,3
Qualifications	Associate Fellowship of the Higher Education Academy (1)	1

## Conditions of Service

The position is 0.5FTE [term-time: Sept to June] and Open-ended. Salary will be on SSA Grade 7 [pro-rata], at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Informal Enquiries

Informal enquiries should be made to Alison Yarrington or Steven Warren by email at [a.yarrington@lboro.ac.uk](mailto:a.yarrington@lboro.ac.uk) or [s.r.warren@lboro.ac.uk](mailto:s.r.warren@lboro.ac.uk)