

University Teacher in Graphic/Digital Design

Job Ref: REQ241131

As part of the University's ongoing commitment to redeployment, please note that these vacancies may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

We are seeking applicants with a track record in Higher Education that are able to contribute into the graphic design and illustration curriculum. Candidates should be able to bridge theory and practice, drawing on professional industry experience alongside critical and contextual knowledge. The ability to teach creative practice is essential and should include competencies in one or more of: Typography, image-making, branding, UX, motion graphics or packaging design. We welcome applicants that are willing to consider a job share.

Job Description

Job Grade: Specialist and Supporting Academic Grade 7

Job Purpose:

To contribute to, develop and enhance the activities of the School through bringing direct academic, professional and vocational experience to the School's taught programmes and enterprise activities.

To provide teaching, administrative and mentoring support to undergraduate and postgraduate students, including developing and delivering lectures, seminars, dissertation supervision, and administration.

To assist with the structure and development of teaching and other activities as required to support students, for example academic scholarship and enterprise in the context of engagement with businesses to support student placement activity or project work.

Job Duties:

Teaching

- Work with colleagues to deliver an exceptional learning environment for students.
- Teach and inspire undergraduate and postgraduate students through lectures, tutorials and seminars.
- To be responsible for the design and content of specific areas/themes of teaching and learning in the School's taught degree programmes as appropriate.
- To engage in the development and evaluation of modules in terms of content, delivery and assessment of specific areas/themes of teaching and learning in the School's undergraduate and postgraduate taught degree programmes.
- To act as Module Leader for specific modules and coordinate all activities relating to such modules, including those of any casual University teaching staff.
- To undertake necessary academic duties including supervising dissertations, setting and marking of exams and coursework.
- To provide academic support to undergraduate and postgraduate students on relevant modules.
- To promote the use of a range of effective methods and techniques in teaching, learning and assessment.
- To cooperate with colleagues in the review and development of taught programmes and curriculum.
- To participate in the design, delivery and supervision of laboratory activities if appropriate to the role.

Student Support

- Prepare and deliver workshops and induction sessions as appropriate.
- Act as a Personal Academic Tutor to allocated students in the School on academic and pastoral matters, including signposting students to the relevant Support Service, where required.
- Act as a Placement Visit Tutor and visit students on placement in industry/business where required.

Enterprise and Scholarship

- Engage in scholarly activities as appropriate to ensure integration of practice with current research evidence.
- Engage with business, public and voluntary organisations through knowledge exchange activities such as student projects and placements, technology transfer collaboration, consultancy and specialist training.
- Where appropriate, to secure internal and external funding in support of activities related to innovations in teaching and learning.
- To support any short course and professional education opportunities working with partners if required.

Related Activities and Functions

- Work effectively with relevant administrative, technical and academic staff in the School and across the University.
- Actively support student recruitment including participation in open days, visit days and summer schools.
- Carry out specific administrative roles and functions as may be reasonably required.
- Take part in one or more School committees if required.
- Engage in training programmes in the University (e.g. through Organisational Development) which are consistent with your needs and aspirations and those of the School.
- Undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

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

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 the Dean of School

Person Specification

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

Essential Criteria

Area	Criteria	Stage ^a
Experience	Experience, and evidence of, excellence in teaching undergraduate and postgraduate students, with specific and current expertise relevant to the role and discipline.	1,2,3
	Experience of working in a quality academic research or industrial environment.	1,3
	Experience of carrying out administrative duties linked to teaching duties.	1,3
Skills and abilities	To teach and supervise under- and post-graduate students and to provide timely and constructive feedback.	1,2,3
	Ability to input into the design and content of lecture programmes.	1,2,3
	A high level of communication skills (written and verbal) including the ability to relate to a wide range of individuals internal and external to the University.	1,2,3
	To present complex information to students with a variety of abilities.	2,3
	Familiarity with IT and online teaching and learning skills and resources.	2,3
	Ability to work as part of a teaching team, including leading such teams, and to engage with colleagues.	1,3
	Ability to provide tutorial, academic and pastoral advice to undergraduate and postgraduate students.	1,3
	Excellent time management and organisational skills.	3
	To identify potential social / cultural / economic impacts from professional activity.	2,3
	Training	Commitment to and evidence of continuing professional development.
Adopt new procedures as and when required.		1
Qualifications	Postgraduate qualification, in or closely related to the specified discipline.	1
	A teaching qualification or willingness to achieve this at Loughborough University.	1,3
Other	Commitment to understanding Equity, Diversity and Inclusion (EDI) challenges and observing University EDI policies	3

Desirable Criteria

Experience	Experience of work in, or in collaboration with, business or industry.	1
	Experience of working with large groups of undergraduates and postgraduate.	1,3
Skills and abilities	Ability to take part in module and programme development.	1,3

^a 1 – Application 2 – Test/Assessment Centre/Presentation 3 – Interview

	Knowledge of the challenges faced in UK HE.	3
	Evidence of use, and development, of materials and technologies that enhance student learning experience.	1,3
Qualifications	Formal recognition of professional standing in teaching (e.g. Fellow of the HEA) or commitment to obtaining this within reasonable timeframe.	1

Conditions of Service

The position is full time and open ended. Salary will be on Specialist and Supporting Academic Grade 7 from £46,485 to £55,295 per annum, starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for STAFF GRADE 7 AND ABOVE, 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>.

The University offers a wide range of employee benefits which can be found [here](#).

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 Wolfson School and the University hold Bronze Athena SWAN awards that 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/>