

Academic grade

Job description

London Met School/Dept:	The Sir John Cass School of Art, Architecture & Design		
London Met section:	Art		
London Met unit:			
Job title:	Lecturer: 0.5 Photography		
Post reference no:	17CASS0602	Effective revised:	June 2017
Grade:	Lecturer		
Report to:	Head of Subject Area, Head of Cass Fine Art Cluster, UG Course Leader Photography		
Responsible for:		Direct reports:	UG Course Leader Photography

Job purpose:

- To contribute to the teaching, learning, assessment and organisation of the UG and PG courses working closely with colleagues to deliver studio, modules on the Photography courses, including Live Projects.
- To work with colleagues at the Sir John Cass School of Art, Architecture & Design through engagement with Year 0 and student recruitment initiatives.
- To contribute to related curriculum development and research initiatives in liaison with colleagues.
- To perform administrative duties as appropriate in support of teaching and related activities.

Key areas:

- Specialist area: Fashion, advertising or commercial photography practice, theory and research
- Recruitment, teaching and assessment, module co-ordination and associated administration
- Research, scholarly and enterprise activity and professional practice to support the curriculum.

Main duties and responsibilities:

The postholder will:

TEACHING AND ASSESSMENT

1. teach, supervise, undertake tutorials and assess School-based modules and related outreach work such as residential and distance learning courses and student placements. Carry out organisational or administrative work directly associated with teaching and assessment such as preparation of lectures and seminars and assessment material.

STAFF MANAGEMENT & DEVELOPMENT

2. participate personally in staff appraisal and in-service training based on an appraisal of individual and service needs. Informed by the appraisal process, keep up to date with subject and pedagogic developments and participate in continuous professional development.

CURRICULUM DEVELOPMENT

3. participate in the planning, development and evaluation of curriculum and curriculum materials.

RESEARCH & SCHOLARLY ACTIVITY

4. undertake personal research and enterprise activity in support of their role and to enhance the research and enterprise culture within the School, as agreed with their line manager.

ADMINISTRATION

5. Assist in administrative tasks as designated by their line manager, e.g. module co-ordination or year tutor.

QUALITY ASSURANCE

6. Monitor and report on modules within the University's quality assurance processes.

UNIVERSITY PROFILE

7. Promote and maintain a positive profile of the University, School and Subject Area through, for example, presentation of work at conferences /symposia /seminars and membership of professional bodies and editorial boards, organisation of conferences, provision of expert advice etc. Contribute to student recruitment initiatives as agreed with line manager.

STUDENT SUPPORT AND GUIDANCE

8. undertake student support and guidance as appropriate in relation to pastoral issues

CONSULTANCY

9. engage in consultancy work related to the post as agreed with their line manager

Miscellaneous:

1. Exemplify and promote the values of the University. Have a strong commitment to coaching and developing; working cooperatively with colleagues; valuing the contribution of others and sharing knowledge and expertise.
2. Undertake other duties of a reasonable nature, as may be determined by the postholder's supervisor from time to time, in consultation with the postholder.
3. Carry out all duties in accordance with the University's Equal Opportunities policy and other policies designed to protect members of staff or students from harassment. It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards members of staff, students, visitors or members of the public. The postholder should also counteract such practice or behaviour by challenging or reporting it.
4. Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the University's Health and Safety policy, Codes of Practice and local rules.
5. Co-operate with the line manager or any other person with specific responsibility for health and safety, to enable the University's responsibilities under the Health and Safety at Work Act to be performed.

Review Clause:

This is a description of the job as it is presently constituted. It is the University's practice to periodically examine job descriptions and to update them to ensure that they accurately reflect the job that is required to be performed, or to incorporate proposed reasonable changes. This procedure is conducted jointly by each manager in consultation with the individual whose job description is being reviewed. All staff are expected to participate fully in such discussions. When a manager seeks to amend or vary the job description it will seek to do so with the agreement of the employee, giving consideration to any representations s/he may wish to make. Where agreement is not possible, the manager will confirm the changes to the job description to the employee in writing, together with the date on which the changes will take effect. The manager will provide an explanation as to why any representations have been unsuccessful, by whatever means is appropriate. Where changes are made to a job description, consideration will be given to whether the post should be subject to re-evaluation under the University's job evaluation scheme, depending on the extent and scope of the changes.

Special Features:

Does this post include any of the following:

Please select Yes or No in each case

Some cross-campus travel	Yes
Regular cross-campus travel	No
International travel	Yes
Lifting loads in excess of 5kg	No

Please consider any of these features when completing the Risk Identification form.

Person specification

Key					
How identified				Rank	
AF	Application Form	I	Interview	E	Essential
AFI	Application Form and Interview	T	Test	D	Desirable
AFT	Application Form and Test	P	Presentation		
Attributes		Relevant criteria		How identified	Rank
1. Relevant experience		Proven experience of UG teaching in Fashion, Advertising or Commercial photography		AF	E
		Proven experience of PG (Taught and/or Research) supervision in Photography		AF	D
2. Education and training		To have or be willing to work towards a recognised qualification for teaching and/or Fellowship of the HE Academy		AF	E
		Undergraduate Degree in Photography		AF	E
		Postgraduate Degree in Photography		AF	E
3. General and special knowledge		Current research and/or professional practice within Photography		AF	E
		Demonstrate substantial knowledge and professional experience in Fashion, Advertising or Commercial photography		AF	E
		Awareness of current Teaching, Learning & Research agendas within Art, Architecture, Photography and Design		AF	E
		Demonstrate substantial knowledge of Photography's theoretical framework		AF	E
4. Skills and abilities		An advanced skill level in photography practice and research skills especially in relation to commercial publications.		AF	E
				AF	E
		Ability to effectively employ a wide range of teaching methods		AFI	E

Key					
How identified				Rank	
AF	Application Form	I	Interview	E	Essential
AFI	Application Form and Interview	T	Test	D	Desirable
AFT	Application Form and Test	P	Presentation		
Attributes		Relevant criteria		How identified	Rank
		An excellent communicator and an effective team worker with good IT skills		AF	E
		Competence in administration and experience of organising teaching and assessment or equivalent		AF	E
		Ability to contribute effectively to course development and review		AF	E
		Proven experience in and effective communication of Photographic process, practice and techniques to diverse audiences		AF	E
5. Special requirements		A strong commitment to: <ul style="list-style-type: none">the University's values, mission and strategic plan;a “coaching and developing” approach when dealing with colleagues and students; andworking collegially; valuing the contribution of others and sharing knowledge and expertise		I	E

In order to be shortlisted you **must** demonstrate that you meet **all** the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications (long list) which meet all of the essential criteria, we will then use the desirable criteria to produce a short list.

Risk Identification form

(For employment health assessment purposes only)

The University's OH Service uses this information to decide whether a health assessment of the new member of staff is required for safety reasons or to meet statutory requirements. For advice on how to complete this form please contact the OH Service (londonmet@ohworks.co.uk)

This job involves	Please select Yes or No	Guidance
Working with babies or young children	No	Answer ' Yes ' for work involving contact with pre-school children e.g. Early Years Education Centre or a nursery.
Working with hazard group 2 or 3 pathogens including work with unscreened blood	No	Answer ' Yes ' if the person will be directly involved in handling cultures of hazard; Group 2 or 3 pathogens; or handling samples which may contain such pathogens e.g. unscreened human blood or serum.
Work requiring health surveillance	No	Health Surveillance may be required for regular work with solder, epoxy resins, glutaraldehyde or other particularly hazardous chemicals, machining of hardwoods or regular exposure to noise in excess of 85dbA. This will be dependent on a risk assessment for the work activity. If there is no current surveillance programme set up for the work which you think requires surveillance contact the Safety and Environment Office or the OH Service to discuss this.
Driving University vehicles	No	Answer ' Yes ' if the person is regularly required to drive a vehicle in order to carry out their duties. Includes mechanised pallet trucks, forklifts etc.
Night working	No	Answer ' Yes ' if the person is working on a regular basis between the core hours of 22.00 and 06.00.
Fieldwork or travel abroad on University business	Yes	Answer ' Yes ' if the person will be required to travel abroad on University business.
Food Handling	No	Answer ' Yes ' if the work will involve touching unwrapped food to be consumed raw or to undergo further cooking. Answer ' No ' if the foods handled are drinks or wrapped e.g. packaged sandwiches and biscuits.
Safety-critical work	No	Answer ' Yes ' if the job regularly requires work which poses significant risk of injury to oneself or others in the event of sudden illness or loss of function by the person carrying out the work e.g. operating heavy lifting equipment, operating workshop machinery, work at height, direct handling of chemicals posing risk of significant injury or harm if spilt. Answer ' No ' if such work will only occur occasionally. Laboratory based work will not usually be classed as safety-critical unless it includes one or more of the features above.
Other work requiring health clearance	No	Answer ' Yes ' if the job will require health clearance to meet the requirements of a joint employer or for a work placement or collaborative working with another institution. The OH Service will contact the manager for further information.