

# Job Description

<b>Position:</b>	Lecturer in Photography
<b>Faculty / School:</b>	School of the Arts and Creative Technologies
<b>Reference:</b>	ART-081/A
<b>Grade:</b>	Grade 7
<b>Status:</b>	2 year Fixed Term
<b>Hours:</b>	Full-Time or Fractional
<b>Responsible to:</b>	Head of School
<b>Responsible for:</b>	Delivery of teaching, assessment, curriculum development and associated research and enterprise initiatives.

## Main Function of the Post:

- To teach practice-based and critical modules on undergraduate and taught postgraduate programmes across the Photography Portfolio, and contributing to the management of these programmes wherever possible.
- To contribute to the development of all facets of Photography within the department and to the wider portfolio of the School/University as appropriate.
- To teach the application of photographic technology involving studio lighting, multiple formats of digital capture (including capture one) and traditional processes. S/he will also be required to deliver materials relating to workflow, including technical processes, legal aspects and day-to-day professional photographic business management.
- To teach critical and generic professional practice modules as required.
- To undertake research and scholarly activity and/or high level professional creative practice in the field of Photography

## Principal Duties and Responsibilities:

1. Support the management and direction of students and learning resources as assigned by the Head of School.
2. Develop and deliver resources, teaching materials and assessments to meet programme/course/student frameworks and learning outcomes on a range of practice-based and critical modules.
3. Supervise and/or co-ordinate the work of taught undergraduate/postgraduate and/or research students, as required.
4. Set, mark and assess students' work, ensuring learning outcomes have been met and feedback is both detailed and constructive.

5. Undertake research and/or other agreed scholarly activity in order to contribute to the development of the field and to further the School's/University's standing in the HE sector and wider community.
6. Prepare appropriate proposals and applications to external bodies to secure research funding and generate additional income/opportunities for the University.
7. Use initiative, creativity and judgement in the development of appropriate research methodologies to further scholarly/enterprise activity in the area.
8. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.
9. Participate in the development of internal and external partnerships to disseminate information, share best practice, establish opportunities for collaborative work and enhance the reputation of the School/University.
10. Design, review and adapt module content in response to student feedback and need.
11. Teach on academic/research programmes across the School.
12. Engage with quality assurance processes/procedures to ensure that School/University standards are met.
13. Participate and contribute to University/School/Programme meetings/boards as appropriate to the role.
14. Contribute to appropriate pre-entry, recruitment, selection and admissions activities (including Open Days and Partner/Employee Visits) in order to promote the School and gain a better understanding of student/employee needs/expectations.
15. Provide a first point of contact for student welfare issues, referring problems on where they are complex or serious.
16. Introduce new starters to the School, providing support and training on the skills, processes, systems and activities of the School.
17. Provide feedback to colleagues via peer mentoring schemes to support the development of self and others.
18. Carry out personal and professional development to enhance subject authority and to contribute to the University's reputation for academic and professional excellence.
19. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.

**Note:**

This is a description of the role requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes where appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

Please note that this appointment is subject to Disclosure and Barring Clearance

## Person Specification

<b>Position:</b> Lecturer in Photography		<b>Reference:</b> ART-081/A	
<b>School:</b> School of the Arts & Creative Technologies		<b>Priority (1/2)</b>	<b>Method of Assessment</b>
<b>Criteria</b>			
<b>1</b>	<b>Qualifications</b>		
1 a)	Honours degree in relevant subject area	1	Expression of Interest / CV / Documentation
1 b)	A postgraduate qualification in relevant subject area or equivalent	1	Expression of Interest / CV / Documentation
1 c)	Registration with a relevant regulatory body	2	Expression of Interest / CV / Documentation
1 d)	A relevant teaching qualification and/or fellowship status of the Higher Education Academy (HEA), or a willingness to obtain fellowship membership of the HEA within a specified time frame	1	Expression of Interest / CV / Documentation
1 e)*	PhD, or willingness to complete a PhD within a specific timeframe, or body of published or professionally produced work potentially eligible for submission of a PhD by published work/professional practice see note 4*	1	Expression of Interest / CV / Documentation
<b>2</b>	<b>Skills / Knowledge</b>		
2 a)	Able to contribute to the development and delivery of undergraduate/postgraduate practice-based and critical modules in the School	1	Expression of Interest / CV / Interview
2 b)	Proven ability and commitment to undertake appropriate subject specific research and/or professional practice and ensure it informs teaching	1	Expression of Interest / CV / Interview
2 c)	Credible teaching and assessment skills in the area of photographic practice and culture	1	Expression of Interest / CV / Interview / Assessment
2 d)	Proven ability to work effectively independently and with others as a team member	1	Expression of Interest / CV / Interview
2 e)	Able to operate systems and processes to enhance quality and teaching and learning excellence	1	Expression of Interest / CV / Interview
2 f)	Ability and commitment to undertake appropriate subject specific research and/or enterprise activity and/or high level professional practice within the field	1	Expression of Interest / CV / Interview
2 g)	Knowledge and experience in supervising student work and providing appropriate support/feedback	1	Expression of Interest / CV / Interview
2 h)	Possess sufficient breadth and/or depth of specialist knowledge to work within established programmes and to contribute to research in the area of Photography	1	Expression of Interest / CV / Interview
2 i)	Excellent written and oral communication skills and the ability to influence and persuade people at all levels and to exchange complex concepts in a manner appropriate to the audience	1	Expression of Interest / CV / Interview / Assessment

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<b>Criteria</b>		<b>(1/2)</b>	<b>Method of Assessment</b>
<b>3. Experience</b>			
3 a)	Teaching, research and programme delivery experience in both a critical and practice-based context	1	Expression of Interest / CV / Interview
3 b)	Experience of contributing to and implementing quality assurance procedures	2	Expression of Interest / CV / Interview
3 c)	Demonstrable understanding and experience of the legal aspects of professional practice and of day-to-day commercial photographic business management	1	Expression of Interest / CV / Interview
3 d)	Experience of preparing proposals/applications to external bodies to secure funding and developing successful partnership arrangements with industrial/educational providers	2	Expression of Interest / CV / Interview
3 e)	Experienced and able to publish results of research	1	Expression of Interest / CV / Interview
3 f)	Experience in developing and delivering successful learning and teaching improvements	1	Expression of Interest / CV / Interview
<b>4 Personal Qualities</b>			
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	1	Interview
4 c)	Able to successfully lead and manage discrete projects	1	Interview
4 d)	Able to critically reflect on all aspects of own contributions to the role	1	Interview
4 e)	Able to network effectively with local/national employers and organisations	1	Interview
4 f)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	1	Interview
4 g)	Commitment to continuous improvement and creative ways of working	1	Interview

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<b>Criteria</b>			
<b>5</b>	<b>Other</b>		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act and Bribery Act, Prevent and UKVI	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the service.	1	Interview

*Note:*

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. \*The role-holder is required to hold a PhD/Professional Doctorate qualification. However, those without a PhD/Professional Doctorate but with equivalent level qualifications or outstanding achievements in the professional field will be expected to complete a PhD/Professional Doctorate within four years from the date of commencement.
4. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
5. Please note it is normally expected that a new appointee will commence at the bottom of grade.