

## Job Description & Person Specification

Job Title: Graphic Design Lecturer

Reporting to: Head of School of Art & Design

Contract: Permanent

Starting date: September 2023

Location: David Game Higher Education, 32-35 Jewry Street, London, EC3N 2ET

### About Us

DGHE is the higher education division of David Game College. Established in 1974 the College is Ofsted inspected, QAA reviewed and OfS registered, with a reputation for quality and academic excellence. The DGHE *Art & Design School*, now in its fifth year, is a young design school in Aldgate, running a successful HND in *Graphic Design HND* and *BA (Hons) in Visual Communications (Top-Up)*. Its experienced lecturers, all design and fine art professionals, and are dedicated to the development of the school as a centre of excellence, enquiry, community and forward thinking. Set in a dynamic area between the City of London and Shoreditch, in an old building full of history and potential, we are aiming to build something special, and are looking for some new lecturers to join us.

<https://www.instagram.com/dghe.art.and.design/> | <https://www.dghe.ac.uk>

### About You

We currently require experienced lecturers in Graphic Design for work within classes that range from the practical to the digital (with a focus on Adobe Creative Suite among other software), as well as careers, and also our new Short Courses offering.

The successful candidates will be expected to contribute to lecturing at undergraduate levels on HND and/or BA.

The main duties focus around lecturing responsibilities, such as preparing and delivering compelling course material, (including classroom but possibly also e-learning and blended learning), carrying out assessments, providing insightful feedback and support to students, assisting with curriculum development, and contributing a wealth of professional experience and knowledge of contemporary design practice.

The current programmes we run will involve lecturing during weekdays and flexibility in terms of lecturing allocation is desirable.

The candidate should be immersed in contemporary graphic design (print and digital): both practice and theory. We are particularly looking for candidates with a strong interest in typography, and

current or past experience of agency practice would be welcome, as well as any experience in careers development.

## **Main Duties**

### **Teaching and curriculum development**

- To undertake the full range of teaching, module leadership and other related duties, with due regard to quality assurance and professional conduct, and to provide high quality learning and teaching.
- To update the VLE with teaching material, scheme of work/syllabus, assessment and reading material.
- To design and develop innovative, inclusive and inspiring learning materials and assessments including blended learning, flip classroom and e-learning.
- To contribute to the formative and summative assessment process for students including the setting, marking and internal verification/moderation of work, individually and collectively as part of a team in accordance with established procedures, and within the required deadlines.
- To engage in personal tutorials and drop-in sessions to provide further support to students.
- To undertake regular curriculum and program reviews in your specialism and revise and develop as necessary in consultation with the Programme Manager.
- To participate in relevant committees and boards, and team meetings.
- To carry out academic administrative work relevant to the department, such as completion of module reports, or contribution to departmental reports, invigilation of exams, and completion and submission of attendance registers, in a timely and complete manner.
- To actively engage in research and scholarship that underpins the specialist area, and which contributes to departmental objectives ensuring up to date quality and leading-edge teaching
- To arrange and supervise field trips, as appropriate.

In addition to the teaching, you will be required to undertake preparation, classroom delivery and marking, and to deliver tutorial activities related to the programmes of study. The College is a friendly environment, which offers excellent support, placing a strong emphasis on continuous professional development.

## **Apply**

Please send a cover letter, CV and online portfolio link to: [jobs@dghe.ac.uk](mailto:jobs@dghe.ac.uk)

## Benefits and wellbeing

### Working at David Game College

#### Community, Support, Facilities and Resources for staff

DGHE is a leading independent higher education institution committed to academic excellence located in the heart of the City of London. We are strongly committed to equality, diversity and inclusion and dedicated to attracting and retaining the best possible staff. Our staff enjoy a range of benefits and facilities, aimed at fostering a sense of community, enjoyment and fulfilment while working with us.

#### Core benefits/services/facilities on offer:

- Generous annual leave of 25 days plus college closure days plus public holidays.
- Hybrid work style with a mix of in-office and work-from-home days.
- Contributory pension scheme.
- Salary sacrifice cycle to work scheme.
- Interest-free travel season ticket loan.
- Free eye tests and contribution to the cost of frames.
- A range of staff training and development activities.
- Other benefits as listed below. These include: Health and Wellbeing:  Employee Assistance Programme via 'HealthAware' (EAP): available 24/7, 365 days a year for staff (and their immediate dependents) supporting general wellbeing and mental health. Free Financial, Legal, Medical advice and other family/work matters are available via the Helpline for staff and their dependents - including CBT counselling.
- My Healthy Advantage: wellbeing and wellness App (free via EAP).
- TogetherAll: a 24/7, 365, anonymous peer-to-peer site supporting mental health, available to all staff using their DGHE email address.
- Access to Work (AtW): support if you have a disability or health condition. You can speak with the staff adviser confidentially if you need advice/support in applying for the AtW, or want to know more about it.
- Learning Differences/SpLD (dyslexia/dyspraxia/ADD/ADHD): Staff are offered free, confidential screening for learning differences with follow-up advice and guidance on next steps. This includes screening for Visual Stress and guidance about using AtW to obtain support.
- Canteen and staff coffee rooms on-site.
- Gym on-site.
- Quiet Room.
- Regular free staff socials.
- Fabulous location in the heart of the City and historical Roman London, Tower of London and The Gherkin just a 5 minute-walk.
- Easy commuting: Liverpool St, Fenchurch St, Moorgate train stations are less than 10 mins walk, Aldgate underground half a minute walk, Aldgate East and Tower Hill

underground 10mins walk, as is Tower Gateway DLR, and the area has many excellent bus services within 2minute-walk.

**Financial Benefits:**

- Ride2Work Scheme DGHE works in partnership with <https://www.bike2workscheme.co.uk/> offering the Government approved 'Ride2Work Scheme'. The scheme recognises that commuting to work by bicycle will save you money in addition to helping you become healthier and happier
- Interest-free travel season ticket loan
- TOTUM cards (formerly NUS Extra): staff are eligible to apply for this using their DGHE email address - access to many discounts, including 10% shopping at Co-op
- Eligibility for Costco membership.
- Apples Product Discount: Anybody who works in the education sector qualifies for a discount on Apple computers. It's not just limited to students, teachers and lecturers, but also covers all other staff members. Offers appear on a regular basis.

**Development and Training:**

- CPD opportunities (Continuing Professional Development): support for relevant training and conferences, including financial and mentoring support for Academic staff applying for Advance HE (Higher Education Academy) Fellowships
- DGHE Partner Institutions: academic staff teaching on courses with our partner institutions (University of Gloucestershire and Buckingham New University) are able to access their own in-house training programmes free
- E-Learning resources, free on the VLE (Virtual Learning Environment) around wellbeing and other topics of interest common in higher education environments

David Game College  
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