



FASHION RETAIL ACADEMY

Job Description and Person Specification

Title:	Associate Lecturer
Level:	Academic
Accountable to:	Course Leader
Key relationships:	Head of Curriculum, Course Leaders, Tutors
Hours:	Variable
Rates:	Teaching rate: £37.58 per hour Non-teaching rate: 23.85 per hour

About the Academy:

The Fashion Retail Academy (FRA), founded in 2005, is the UK's leading vocational FE College specialising in fashion and retail education. We have charity status and make it our mission to inspire and develop talent for a specialist career in fashion retail. The FRA is the only college in London, and third nationwide, to be awarded an Ofsted Outstanding under the current inspection framework.

1. General Responsibilities

- To take responsibility for teaching to arranged timetable.
- Set, promote and maintain appropriate educational and professional standards of good practice both in their own teaching and in the delivery and conduct of the Academy.
- Respond to curriculum development and new course initiatives originating within the Academy, or via external agencies and maintain an informed continuous curriculum development programme in relation to exciting provisions.
- To contribute to the work of established course teams, attend the required specific course meetings, Course Committees, Examination and Assessment Boards etc and maintain the documentation and records, which are deemed necessary for the designated courses.

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www.fashionretailacademy.ac.uk | **T:** 0300 247 4000 | **T:** +44 20 7307 2345 | **E:** info@fra.ac.uk

Fashion Retail Academy, 15 Gresse Street, London W1T 1QL

Registration No. 05507547 Charity No. 1119540



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- Participate in professional and maintain a professional level of subject expertise in relation to teaching and subject developments in the field.
- To take a pro-active role in subject and curriculum development and new course initiatives originating from within the Academy or external agencies.
- To undertake health and safety duties and responsibilities appropriate to the post.
- A commitment to the Academy's Equal Opportunities Policy, together with an understanding of how it operates within the responsibilities of the post.
- A commitment to your own development through effective use of the Academy's appraisal scheme and staff development processes.
- To maintain a professional relationship with the industry as appropriate to the development, maintenance and delivery of the specific academic, vocational and professional programmes within the Academy.

2. Key Duties

- Accurately mark the class register for each session you teach
- Compile a scheme of work for each unit you teach and a lesson plan for each lesson you teach, in accordance with the FRA templates.
- Prepare learning materials and student assignments using FRA templates and compatible to FRA technology resources.
- Regularly populate and update the course(s) VLE (Moodle) site
- Deliver lessons to an academic standard required for the course level and to facilitate learning for all students.
- Mark all student assignments and referred work of classes for which you are responsible, within the given time.
- Submit student grades and feedback in a timely manner.
- Carry out tutorials – subject or pastoral
- Attend and participate in curriculum development meetings and staff development seminars
- Prepare and present, if required, for quality assurance visits
- Cover for colleagues as required
- Provide advice and guidance to students
- Research and other forms of scholarly activity
- Supervise additional student activity or visits programmes (*paid at a lower rate)

3. Other

- To perform any other duties consistent with this position as may from time to time be assigned to you anywhere within the Academy.
- To be committed to your own development through effective use of the Academy's performance review scheme and staff development processes.
- To support the delivery of the Academy's strategy as it relates to this position.

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- To work collaboratively with the wider business and support the work of academic, curriculum and support functions teams as may reasonably be required in the delivery of the Academy's strategic plans.
- **Safeguarding.** Comply at all times with the FRA's safeguarding policy and play an active role in keeping students secure in their learning environment.
- **Equality and diversity.** To be committed, adhere to and promote the Academy's Equality and Diversity policy at all times.
- **Health and Safety.** Abide by and raise awareness of health and safety in line with FRA policy and procedures.
- **Data Protection.** To understand your own responsibilities, be committed to and comply with all FRA's policies, procedures and guidelines with respect to the processing and management of all personal data.

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Person Specification		
	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Current knowledge of the Fashion Retail industry • Broad knowledge of current theory and practice related to specialist subject • Operational knowledge of Fashion Retail 	
Skills	<ul style="list-style-type: none"> • Ability to incorporate theoretical models into industry scenarios / projects • Excellent communication skills • The ability to motivate students • Excellent IT skills 	
Experience and Qualifications	<ul style="list-style-type: none"> • Relevant qualifications and experience within subject area • Teaching and/or vocational training experience • You must hold a minimum PTTLs qualification or be willing to study for one whilst working with the FRA • To teach on our HE courses, you must be willing to complete an online course in Higher Education Teaching • For industry professionals with limited teaching experience, you must be willing to complete the FRA's Industry into Classroom Programme (2 days) • Relevant degree or above or equivalent relevant experience 	

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Attributes/ Personal Characteristics	<ul style="list-style-type: none">• Flexible approach• Team spirit• Commitment to education and the subject area• Industry contacts• Open to change• Ability to prioritise workload and plan appropriately to meet deadlines• Ability to develop and maintain sound working relations with all key Academy stakeholders.• Commitment to promoting equal opportunities and diversity.	
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Living and practicing the Fashion Retail Academy's values:

PROFESSIONAL – working with the utmost of honesty and integrity in all that we do, we care about the outcome

GOING THE EXTRA MILE – more than a statement, it's a state of mind. We have rigour and a relentless focus on the outcome, exceeding the expectations of our stakeholders.

INSPIRATIONAL – We motivate people to achieve great things and through demonstrating passion in our actions we are role models for others.

FLEXIBLE APPROACH – working collaboratively at all time we are adaptable and responsive to changing circumstances. We think and act creatively and are prepared to find new ways of achieving the outcome.

COLLECTIVE RESPONSIBILITY – every staff member takes responsibility for the FRA's direction of travel and innately understands how their work contributes to our strategic plan.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indicating of the areas of activity and may be amended from time to time in the light of the changing needs of the organisation.

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