

Westminster Kingsway College - Job Responsibility Outline

Title: Lecturer – 3D and Product Design

Purpose of the Job: To effectively deliver teaching & training in the field of 3D and Product Design. The post-holder will also be expected to teach on other programmes matched to their experience and skill set.

Department: Faculty: The Creative & Service Industries.

Reporting To: Programme Manager and through them to the Head of Faculty.

Main Tasks

Summary: - The post holder will be expected to undertake any of the duties set out below, subject to appropriate training.

1. To provide effective teaching, training and assessment in 3D and Product Design, including related subjects at level 2, 3 and 4 including vocationally relevant English and Mathematics.
2. To provide effective teaching, training and assessment in related subjects in applied general and technical education within the College if required.
3. To plan teaching, training and learning to ensure students' success.
4. To undertake the role of curriculum tutor, including effective academic monitoring.
5. To apply the principles of assessing for learning and student motivation.
6. To effectively plan and personalise learning across the whole range of students needing support.
7. To inspire learning through innovative and exciting teaching learning activities, including creativity in developing and using e-learning resources.
8. To be proactive in identifying risk factors impacting on student success and referring students, where appropriate, to internal support agencies.
9. To fully engage in whole College strategies, for example, assessment and target setting, induction, open evenings, enrolment/recruitment, interviewing, parent liaison, enrichment activities and additional learning support processes and procedures etc.
10. To complete and maintain accurate and timely records.

11. To contribute to team meetings and improvement planning activities.

The post holder will also be expected to:

1. demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style;
2. be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development;
3. demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the College;
4. abide by the College's data protection policy;
5. actively participate in the appraisal scheme;
6. participate in the implementation of and compliance with the provisions of legislation and good practice relating to health and safety;
7. carry out work in a manner and framework that is consistent with the College's requirement to safeguard children and vulnerable people;
8. work within the College values.
9. Maintain and update (i) industry specialist knowledge, (ii) teaching and learning pedagogy.

Other duties

The scope of this profile reflects the needs of the College at the present time: it is not intended to be a fully inclusive or exhaustive list. The post holder will therefore be expected to work flexibly and to undertake such other duties as may from time to time be reasonably allocated by the line manager. The profile will be subject to continuous review as the needs and requirements of the College change over time.

Person Specification: Lecturer – Creative Computing & Digital Media

Area to be assessed	Essential	Desirable	How this will be assessed*
<i>Qualifications</i>	1. An Honours Degree or equivalent in the field of 3D and Product Design or a related subject.		AF
	2. A full recognised teaching qualification or willingness to work towards it.		AF
<i>Professional development</i>	3. Experience of ongoing professional updating and development in relevant fields.		AF, I
	4. Evidence of recent industrial experience or updating.		I
<i>Knowledge</i>	5. An understanding of the need and scope of Equal Opportunities, Safeguarding, and Health & Safety policies and how they affect the immediate working environment and relationships with clients.		AF, I
<i>Experience</i>	6. Generate resources and teach using a range of student centred learning strategies. Including, designing curriculum and teaching materials to enable learning in the area of creative computing, including the development of English and maths.		AF, I, T
	7. Meeting rigorous requirements for keeping records.		
	8. Delivering teaching or training in Creative Computing & Digital Media		AF, I
<i>Skills and Abilities</i>	9. Excellent written and oral communication skills, administrative and IT skills, including knowledge of Microsoft Office. A commitment to developing e-learning strategies.		AF, I
	10. The ability to plan and monitor one's own workload, to ensure that deadlines are met. Ability to work effectively as a team member within the College and externally.		AF
	11. Understanding the effective use of target setting to enable motivation, achievement and attainment of all learners.		I
	12. Good organisational skills, high attention to detail, including a flexible approach to working and the ability to work on own initiative.		AF, I
	13. Demonstrate experience the field of product and special design, with experience of architectural design work in physical and e-environments, product and 3D prototyping. Essential to have (i) practical workshop skills and the ability to research and conceptualisation through to prototyping and construction (ii) experience in software such as Rhino, Autocad, Illustrator or Vector works (iii) a sound knowledge in contextual, historical and critical analysis.		AF, I

*AF (Application form), I (Interview), T (Task).