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**Lecturer/Technician (Lecturer A)**

**Title:** Lecturer/Technician (Lecturer A)

**Grade:** Lecturer A

**Activity:** Regulated

**Contact Hours:** Annual maximum: 865-1080 hours, weeklymaximum; 30

**Responsible to:** Head of Faculty

**Key role objectives**

1. Provide Teaching, Training, Learning and Assessment
2. To maintain, coordinate and provide full technical support within the faculty

**Main Duties**

The post holder will:

1. **Teaching, Learning and Assessment**

1.1 Provide teaching and learning whether in a classroom, a workshop or other work environment.

1.2 Prepare schemes of work, lesson and assessment plans.

1.3 Provide ongoing assessment and feedback to learners by setting and marking work both relevant and appropriate to the courses, including in the workplace where required.

1.4 Provide appropriate academic and/or vocational support to individual learners, referring them, where appropriate, to other agencies.

1.5 Contribute to the wider enrichment of learners and support students’ pastoral needs.

1.6 Contribute to the maintenance of an effective, efficient and professional learning environment.

1.7 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.

1.8 Participate in appropriate quality assurance procedures.

1.9 Maintain accurate and detailed student records.

1.10 Set and monitor Personal Targets and ILPs according to Faculty and College Policy.

1.11 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

1. **Provide Technical Support to Learners and Staff**
   1. To coordinate the use of specialist associated equipment and facilities.
   2. To support staff with responsibility for curriculum related to the specialist area.
   3. To support pre-production and post production work related to the curriculum area.
   4. To undertake appropriate training and act as a Health and Safety representative for all facilities and equipment in your specialist area.
   5. Maintain specialist environments in a safe and tidy condition.
   6. To provide Health and Safety talks and training to staff and learners as required.
   7. To clean and maintain the equipment in your specialist area.
   8. To prepare materials and equipment for us in the curriculum area.
   9. Maintain inventories of equipment and supplies, including a yearly stock check.
   10. Arranging for reordering of stock to agreed levels to maintain the continuity of practical teaching.
   11. Sales of materials and handling of cash within college procedures.
   12. Overseeing the loan of equipment through subject lecturers.
   13. Assist staff and students in the preparation and hanging of faculty exhibitions.

**Mandatory Duties**

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults
2. Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability or sexuality.

**Additional Duties**

1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.

* 1. Be responsible for safeguarding and promoting the welfare of learners.
  2. Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College’s sites or place of work.
  3. Promote and conduct your professional duties and responsibilities within the parameters of the College’s agreed values and aims.

Reviewed: September 2018

**Specific Details for the post of Lecturer / Technician – 3D (Lecturer A)**

* To teach and support the delivery of all 3D programmes to include some model making, wood work and metal work relevant to general art programmes.
* To provide inductions to the 3D workshop.
* To plan and deliver specialist workshops introducing a range of 3D techniques including working with wood, plastic, plaster, wax, metalwork and more.
* To support learners in the use of specialist materials and equipment including a laser cutter.
* To oversee the health and safety of the 3D workshop including writing risk assessments and maintaining good COSHH assessments.
* To assist with internal and external shows and exhibitions.
* To assist with the resourcing and maintenance of specialist materials and equipment
* To oversee and ensure the cleanliness of the 3D studio.
* To fault find and provide basic repair to equipment/ replacement of parts (ensuring professional repair and where necessary to be out sourced)



**Person Specification**

**3D Lecturer A**

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| --- | --- | --- | --- |
| **Criteria** |  | **How Evaluated** | |
|  | | **Application** | **Interview** |
| **Experience** | **Essential:**   * Experience of working within the Creative Industries / Creative Education |  |  |
| * Experience of working within a team |  |  |
| * Experience of using own initiative |  |  |
| * Experience of working under pressure and managing multiple demands |  |  |
| * Experience of teaching/instructing young people |  |  |
| **Desirable:**   * Knowledge of Health & Safety and Risk Assessments |  |  |
| Experience of working with young people |  |  |
|  | * Experience of teaching a breadth of 3D processes to include traditional and contemporary practices to include digital work |  |  |
| **Skills & Abilities** | **Essential:**   * Ability to plan & deliver engaging and challenging general art and 3D arts lessons |  |  |
| * Ability to teach broad range of traditional and experimental general art and 3D arts techniques |  |  |
| * Excellent knowledge of 3D arts technologies and equipment |  |  |
| * Experience of writing and maintaining risk and COSHH assessments |  |  |
| * Ability to supervise and demonstrate tasks confidently to lecturers and learners |  |  |
| * Excellent organisational and administrative skills |  |  |
| * Excellent communication skills |  |  |
| * Ability to work under pressure |  |  |
| * Ability to work independently using own initiative |  |  |
| * Excellent time management skills |  |  |
| **Desirable:**   * Excellent, up-to-date knowledge of industry standards to include digital design software packages and digital printing |  |  |
|  | * Knowledge of wide range of practitioners and experimental methods in fashion and textiles |  |  |
|  | * Resourceful in terms of sourcing cost effective materials and equipment |  |  |
| **Qualifications** | **Essential:**   * Relevant level 3 / 4 qualification or significant vocational experience * Cert Ed / PGCE or other teaching qualification |  |  |
| **Desirable:**   * Instructor / Teacher qualification |  |  |
|  | * Specialist fashion and textile qualification |  |  |
|  | * Health and Safety qualification |  |  |
| **Mandatory requirements** | **Essential:**   * Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College |  |  |
| * Commitment to equal opportunities |  |  |
| **Personal Qualities** | * Creative, confident, enthusiastic, motivated and inspirational |  |  |
|  | * Ability to work effectively on own initiative prioritising appropriately |  |  |
|  | * Ability to manage multiple demands in a timely manner |  |  |
|  | * Ability to work responsively in liaison with colleagues, learners, college teams and external agencies |  |  |
|  | * Ability to work in a team with limited supervision |  |  |
|  | * A commitment to embracing equality and diversity within your teaching practice |  |  |
|  | * A commitment to continual professional development, with a willingness to undertake further training if necessary |  |  |
|  | **Desirable:** |  |  |
|  | * Good problem solving techniques |  |  |
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**Reviewed:** September 2018



**Exeter College Values**

At Exeter College we are committed to being an exceptional College. Therefore all employees will be expected to demonstrate our Exeter College Values.

