

## JOB DESCRIPTION

<b>Job Title:</b>	Tutor in Creative Media Production (Media and Film)
<b>Grade:</b>	Tutor
<b>Responsible to:</b>	Head of Learning & Standards Creative Arts
<b>Hours per week:</b>	A minimum of 36 hours per week to meet the requirements of the post.

### Main Purpose of the Role

1. To deliver education and training to students at the College.
2. To act as Programme Manager for specific courses.
3. To act as Personal Tutor to identified students.

### Principal Accountabilities

1. Develop a thorough Scheme of Work for each course which identifies:
  - How ALS is integrated
  - Embedding of Equality, Diversity and Inclusion
  - Use of E-learning
  - How assessment for learning is integrated
2. Deliver high quality lessons in accordance with the college's Teaching, Learning and Assessment Strategy, using the class profile to differentiate learning.
3. Develop appropriate, engaging resources which can be accessed by students and colleagues on the College VLE.
4. Accurately complete a register for each lesson.
5. Design assignments which are clearly recorded on an assessment planner and distributed to students and issue assessments according to that planner.
6. Mark student work, recognise achievement and provide developmental feedback in a timely way, which identifies ways to improve learning.
7. Monitor and record individual progress with interventions which result in student success, including parental contact and report writing where appropriate.
8. Attend regular team and subject meetings and feedback on student progress Participate in Internal Verification activities to meet College and awarding body requirements.
9. Keep up to date records of student progress and achievements, including their destinations and ensure all students are registered with the appropriate awarding body (in liaison with the Exams team).
10. Complete the College Learner Risk Review.
11. Maintain an up to date course file and handbook which meets College standards.

12. With the lead IV ensure that the IV plan is followed and recorded in the course file and manage the EV process accordingly.
13. Arrange suitable work experience for students.
14. As Programme Manager the post holder will:
  - Publish and manage an assessment planning schedule for the course to provide a sensibly distributed workload for students and staff.
  - Implement actions plans for improvement where appropriate following SAR, CCMs, IV, EV and student survey feedback.
  - Ensure that the programme/course operates within all necessary legislative frameworks and that appropriate health and safety checks are undertaken
  - Undertake termly programme/course reviews and an annual self-assessment of the course provision
15. Complete an ILP with each student to establish their career and learning goals during the induction period.
16. Hold regular 1 to 1 tutorials which monitor each student's progress and performance and maintain up to date ILPs.
17. Liaise with colleagues regarding information pertinent to each student's learning and success.
18. Refer students to the appropriate services for welfare, pastoral or other support as necessary.
19. Instigate interventions to ensure student success.
20. Liaise with parents re student progress and performance.

### **General Accountabilities**

1. Lead, promote and support the development of the College's Equality and Diversity policies, procedures and practices as they relate to students and staff.
2. Develop effective contact, liaison and working relationships with colleagues in the College and other bodies as appropriate.
3. Support the development of the learning organisation and facilitate cultural change.
4. To engage in professional development and networking to ensure that professional and strategic contributions are up-to-date.
5. Complying with the College Health and Safety Policy and all relevant health and safety requirements.
6. Participating actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.
7. All employees are expected to be fully committed to policies and processes on equality, diversity and safeguarding.

8. Such other duties as may be reasonably expected of the post holder.
9. This list is not exhaustive and is only an indication of responsibilities.

### **Training Identified for the Post**

1. Data protection training.
2. Induction training.
3. Undertake professional updating for a minimum of three days' work experience per year in a relevant placement to keep abreast of industrial developments and requirements.
4. Undertake 60 hours per year professional development activity (pro rata for part time staff, with a minimum of 6 hours).
5. Equality and Diversity training.
6. Safeguarding training including a three yearly update.
7. Health and Safety training.
8. Prevent training including a three yearly update.
9. Keeping updated with developments in the appropriate curriculum area.
10. Keeping updated with sector developments as they affect the specific curriculum area.
11. Appropriate teaching qualification at Level 4 or above, to be gained within two years of employment commencing.

### **Please note:**

The person appointed to this post will, from time to time, have contact with students, many of whom are under eighteen year of age, and some under sixteen years, a number of whom may have moderate to severe learning difficulties and/or disabilities. As such, the post holder will be required to have an Enhanced DBS check along with other mandatory checks.

As the College is a multi-campus site, flexibility and willingness to work across sites will be required.

This job description reflects the requirements of the post at November 2017 but may be amended from time to time following consultation with the post holder.

### **Safeguarding Requirements**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment. The successful applicant will be required to undertake appropriate safeguarding checks (including a DBS check at Enhanced level) as well as providing proof of right to work in the UK.

### **Equality, Diversity and Inclusion and British Values**

As we are a diverse college that respects differences in race, disability, gender, gender identity, marital status, sexual orientation, age, faith or belief, trade union membership or activity, background or personal circumstance, we welcome all applications. We want everyone to feel valued and included in the college community and to achieve their full potential. The College is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate. The College is

committed to promoting the Prevent agenda along with Fundamental British Values. We aim to provide an open, welcoming and safe environment for all of our students, employees and visitors.

### **Personal Specification: Tutor in Creative Media Production (Media and Film)**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<p>Experience as a teacher for students aged 16 to 18.</p> <p>Significant teaching experience in a Further Education/ Sixth Form College. Specifically vocational Creative Media Production L1, L2 and L3.</p>	<p>Experience of being a personal tutor (training will be given.)</p> <p>Significant levels of relevant industry experience.</p> <p>Experience working within a TV studio.</p>
<b>Qualifications</b>	<p>A professional qualification at Level 4 or above.</p> <p>A recognised teaching qualification at Level 5 or above or willingness to undertake such a teaching qualification.</p>	<p>A professional qualification at Level 5 or above.</p>
<b>Knowledge</b>	<p>Extensive knowledge in own professional area.</p> <p>The ability to use technical equipment such as professional level video cameras, NLE systems, microphones &amp; mixers.</p> <p>Knowledge of industry standard packages e.g. Final Cut Pro, Adobe Creative Suite.</p> <p>Knowledge of current practice in the Media Sector.</p>	<p>Media students will be expected to undertake work-experience. Therefore, knowledge of organising work experience for young people would be an advantage as would links to the local community.</p>
<b>Skills</b>	<p>Ability to engage and develop students.</p> <p>Ability to deliver innovative and inspirational teaching.</p> <p>Well-developed IT skills and familiarity with Office packages.</p> <p>Ability to develop alternative methods of teaching delivery using eLearning techniques.</p>	<p>The ability to teach technical elements of Creative Media Production.</p>

	<p>The ability to teach Creative Media Production to Level 2 and Level 3 qualifications.</p> <p>Capable to working with the Adobe Creative Suite, Final Cut editing software and hardware such as cameras, lighting rigs and sound equipment.</p>	
<b>Personal Qualities</b>	<p>Articulate and able to communicate professionally with colleagues at all levels, both internally and externally.</p> <p>Ability to work as part of a team and support colleagues.</p> <p>Ability to cope with a demanding workload.</p> <p>Prepared to take and implement decisions and accept responsibility for own actions.</p> <p>Self-motivated.</p>	
<b>Other</b>	<p>Ability and willingness to travel between sites and elsewhere on a regular basis.</p> <p>Ability to work flexibly as some evening duty may be required to meet the needs of the College.</p>	