

## **Lecturer A – Fashion and Textiles (trainee position)**

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| <b>Title:</b>          | Lecturer A – Fashion and Textiles (trainee position) |
| <b>Grade:</b>          | Lecturer A   |
| <b>Activity:</b>       | Regulated  |
| <b>Contact Hours:</b>  | 18.5 hours per week                                  |
| <b>Responsible to:</b> | Head of Department                                   |

### **Key role objectives**

To provide an outstanding learner experience through teaching, training, reviewing and assessing learners, enabling timely achievement.

### **Main Duties**

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

#### **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.

## **2. Provide Technical Support to Learners and Staff**

2.1 To coordinate the use of specialist associated equipment and facilities.

2.2 To support staff with responsibility for curriculum related to the specialist area.

2.3 To support pre-production and post production work related to the curriculum area.

2.4 To undertake appropriate training and act as a Health and Safety representative for all facilities and equipment in your specialist area.

2.5 Maintain specialist environments in a safe and tidy condition.

2.6 To provide Health and Safety talks and training to staff and learners as required.

2.7 To clean and maintain the equipment in your specialist area.

2.8 To prepare materials and equipment for use in the curriculum area.

2.9 Maintain inventories of equipment and supplies, including a yearly stock check.

2.10 Arranging for reordering of stock to agreed levels to maintain the continuity of practical teaching.

2.11 Sales of materials and handling of cash within college procedures.

2.12 Overseeing the loan of equipment through subject lecturers.

2.13 Assist staff and students in the preparation and hanging of faculty exhibitions.

### **Specific Details for the post of Lecturer A – Fashion and Textiles**

- To teach and support the delivery of all fashion and textile programmes to include some fashion and textile processes relevant to general art programmes.
- To provide inductions to the fashion and textile studios/print room.
- To plan and deliver specialist workshops introducing a range of fashion and textile processes.
- To support learners in the use of specialist materials and equipment.
- To prepare teaching materials e.g. printing screens, fabric dyes, sewing machines for use in the fashion and textile studios/print room.

- To assist with internal and external Fashion and Textile events e.g. Fashion Shows, Exhibitions.
- To assist with the resourcing and maintenance of specialist materials and equipment
- To assist in the management of the fashion and textile studios/print room in terms of displays, health and safety and cleanliness.
- To fault find and provide basic repair to equipment/ replacement of parts (ensuring professional repair and where necessary to be out sourced)

### **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**

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area and may need to travel overseas.

Reviewed: May 2019



# Person Specification

## Lecturer A – Fashion and Textiles

| Criteria           |   | How Evaluated    |                  |
|--------------------|---|------------------|------------------|
|                    |   | Application      | Interview        |
| Experience         | <b>Essential:</b> <ul style="list-style-type: none"> <li>- Experience of working within a team</li> <li>- Experience of using own initiative.</li> <li>- Experience of working under pressure and managing multiple demands.</li> </ul>   |                  | ✓<br>✓<br>✓      |
|                    | <b>Desirable:</b> <ul style="list-style-type: none"> <li>- Experience of working within the Creative Industries / Creative Education</li> <li>- Knowledge of Health &amp; Safety and Risk Assessments.</li> <li>- Experience of working with young people.</li> <li>- Experience of teaching fashion and textiles at a post compulsory level</li> <li>- Experience of teaching a breadth of fashion and textile processes to include traditional and contemporary practices to include digital work.</li> </ul> | ✓<br>✓<br>✓<br>✓ | ✓<br>✓<br>✓<br>✓ |
| Skills & Abilities | <b>Essential:</b> <ul style="list-style-type: none"> <li>- Ability with support to plan &amp; deliver engaging and challenging fashion and textiles lessons</li> <li>- Ability to work towards teaching a broad range of traditional and experimental fashion and textiles techniques.</li> <li>-</li> </ul>  | ✓                | ✓<br>✓           |

|                       |   |   |                                       |
|-----------------------|---|---|---------------------------------------|
|                       | <ul style="list-style-type: none"> <li>- Willing to gain an excellent knowledge of fashion and textile technologies and equipment</li> <li>- Ability to supervise and demonstrate tasks confidently to lecturers and learners.</li> <li>- Excellent organisational and administrative skills.</li> <li>- Excellent communication skills.</li> <li>- Ability to work under pressure.</li> <li>- Ability to work independently using own initiative.</li> <li>- Excellent time management skills</li> </ul> | ✓<br><br>✓<br><br>✓<br><br><br>✓<br><br>✓ | ✓<br><br>✓<br><br>✓<br><br>✓<br><br>✓ |
|                       | <b>Desirable:</b> <ul style="list-style-type: none"> <li>- Excellent, up-to-date knowledge of industry standards to include digital design software packages and digital printing</li> <li>- Knowledge of wide range of practitioners and experimental methods in fashion and textiles</li> <li>- Resourceful in terms of sourcing cost effective materials and equipment.</li> <li>- Excellent, up-to-date knowledge of industry standards and trends within fashion and textiles</li> </ul>             | ✓<br><br>✓<br><br>✓<br><br>✓              | ✓<br><br>✓<br><br>✓<br><br>✓          |
| <b>Qualifications</b> | <b>Essential:</b> <ul style="list-style-type: none"> <li>- Prepared to study for Cert Ed / PGCE or other teaching qualification</li> <li>- Degree/HND/level 4 apprenticeship in Fashion &amp; Textiles or related creative subject. And/or experience of the industry that would be of equivalent level.</li> </ul>   | ✓<br><br>✓                                |                                       |

|                               |   |  |  |
|-------------------------------|---|--|--|
|                               | <b>Desirable:</b> <ul style="list-style-type: none"> <li>- Instructor / Teacher qualification</li> <li>- Specialist fashion and textile qualification</li> <li>- Health and Safety qualification</li> <li>- Relevant level 3 / 4 qualification or significant vocational experience</li> </ul>  | ✓<br>✓<br>✓<br>✓                               |  |
| <b>Personal Qualities</b>     | <b>Essential:</b> <ul style="list-style-type: none"> <li>- Creative, confident, enthusiastic, motivated and inspirational</li> <li>- Ability to work effectively on own initiative prioritising appropriately.</li> <li>- Reliable punctual and hard working.</li> <li>- Ability to manage multiple demands in a timely manner.</li> <li>- Ability to work responsively in liaison with colleagues, learners, college teams and external agencies</li> <li>- Ability to work in a team with limited supervision</li> <li>- Willing to share good practice</li> <li>- A commitment to embracing equality and diversity within your teaching practice</li> <li>- A commitment to continual professional development, with a willingness to undertake further training if necessary</li> </ul> <b>Desirable:</b><br>Good problem solving skills. | ✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓ | ✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓ |
| <b>Mandatory requirements</b> | <b>Essential:</b> <ul style="list-style-type: none"> <li>- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College</li> <li>- Commitment to equal opportunities</li> </ul>  |  | ✓<br>✓   |

# 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.

## VISION

To be an exceptional college.

## MISSION

To shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.

