

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Fractional Lecturer in Media makeup
<b>GRADE:</b>	Harmonised Salary Scale Point 15– 32 pro rata (£18,545 - 32,311) per annum.
<b>RESPONSIBLE TO:</b>	Curriculum Operations Manager
<b>RESPONSIBLE FOR:</b>	<p>Development and delivery of the flexible curriculum whilst contributing to a variety of subject areas.</p> <p>Student support and general administrative duties associated with the academic function.</p> <p>At all times carrying out the duties and responsibilities of the post in compliance with the College's Equal Opportunities and Health and Safety policies.</p>
<b>DIRECTORATE:</b>	Applied, Academic and Service Industries
<b>WORK ARRANGEMENTS:</b>	<p>22.2 hours per week/52 weeks per year</p> <p>It is expected that from time to time these hours will be exceeded as reasonably necessary for the proper performance of the duties and responsibilities of the post.</p>

## **PURPOSE OF THE POST**

The post holder will:

1. Strive to achieve consistently outstanding provision.
2. Student support and general administrative duties associated with the academic function.
3. At all times carrying out the duties and responsibilities of the post in compliance with the College's Equal Opportunities and Health and Safety policies.

## **DUTIES AND RESPONSIBILITIES**

### **Delivery of the Curriculum**

- 1 Producing schemes of work and maintaining records of work for each area of scheduled teaching.
- 2 Developing and evaluating student learning materials and assignments appropriate to a range of learning situations.
- 3 Contributing to the delivery of the programme of learning in accordance with College policies.
- 4 Teaching in designated areas deploying an appropriate range of teaching and learning styles.

- 5 Maintaining academic records including registers, records of work, student and course reports and records, any other records which may be required from time to time.
- 6 Preparing and marking assessment materials, meeting awarding bodies criteria.
- 7 Returning assessed work promptly to students indicating proposals for improvement.
- 8 Assessing and verifying assessments as a member of the programme team.
- 9 Planning and organising work placements, field trips, site visits and related activities.

#### Supporting the Curriculum

- 1 Participating in programme team(s) and contributing towards the planning, development and administration of programmes and assessment of students work.
- 2 Participating in the College Quality Assurance process in order to evaluate the effectiveness of programmes.
- 3 Identifying, in consultation with programme team(s), curriculum development and learning resource needs and advising the Curriculum Manager.
- 4 Assisting with visits from and to schools, taster courses and work experience for potential students.

#### Student Support

- 1 Acting as personal tutor to nominated groups and individual students.
- 2 Participating in the guidance and interviewing processes to ensure that students and prospective students follow appropriate learning programmes.
- 3 Participating in reporting processes to provide feedback for parents and other sponsors.
- 4 Liaising with parents and employers at parents' and careers' evenings and other similar events at schools and at the College.

#### GENERAL

1. Take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College's own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College's equal opportunities policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending trainings and carrying out health and safety related activities as appropriate to the role.

## Person Specification

<b>Post:</b>	Fractional Lecturer in Media Makeup	<b>Department:</b>	Applied, Academic and Service Industries
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<b>Key Requirements:</b>	<b>Essential/ Desirable</b>	<b>Assessed</b>
<b>Qualifications:</b>		
NVQ Level 3 or equivalent in Media Make up	E	A
Teaching qualification	E	A
A1/V1 Assessor/Verifier Awards (TDLB D32, D33, D34)	E	A
<b>Experience:</b>		
Recent significant experience in the media make up Industry	E	A / I
Teaching experience in both theory and practical based programmes	E	A / I
<b>Skills/Knowledge:</b>		
An ability to demonstrate a full range of theoretical and practical skills in Media Make up	E	A / I
Ability to teach on a range of media make up programmes	D	A / I
A knowledge of the requirements of the programme areas related to Technical Qualifications in Media Make up	D	A / I
Ability to offer Functional Skills	D	A / I
<b>Qualities:</b>		
A good communicator, flexible, well-motivated and conscientious	E	I
Ability to develop the curriculum and work in a team	E	I
Personal Tutor experience	E	I
<b>Other Requirements:</b>		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	I
Proof of the right to work in the UK	E	A
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	I

**E = Essential      D = Desirable      A = Application      I = Interview      T = Test**

<b>Produced by:</b>	M Greaves	<b>Date Produced:</b>	May 2019
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