

## Job Description

<b>Directorate</b>	Curriculum & Quality
<b>Department</b>	Higher Education & Access
<b>Section</b>	Faculty of Creative Industries
<b>Job Title:</b>	Lecturer in Creative Makeup Practise
<b>Grade:</b>	Academic Qualified
<b>Reports To:</b>	HE Academic Lead: Student Experience
<b>Responsible For:</b>	

### Principal Accountabilities:

To provide high quality teaching and pastoral support for all students/clients to support the mission, aims and strategic objectives of the College.

To teach on Make Up Design and Practice Foundation Entry (Level 3) and degree courses from Level 4 to Level 6

To act as a Course Leader as required

To safeguard and promote the welfare of children, young people and vulnerable adults who are students of the College.

### Key Tasks:

#### **Teaching & Learning**

Develop resources and teaching materials to meet course frameworks and learning outcomes and teach an appropriate timetable in accordance with College Policy.

Develop assessments to accurately measure students' performance and understanding.

Set, mark and assess students' work, ensuring that learning outcomes have been met and that feedback is both detailed and constructive

Set and mark examinations in accordance with College policy and undertake exam invigilation as required.

Undertake scholarly activity, keeping up to date with relevant course subject matter, industrial/commercial developments, course examination/assessment requirements and legislation.

Assist in identifying appropriate work placements for students and take part in the work based assessment of the students, as required.

#### **Pastoral Support**

Act as a subject, personal or course tutor as required.

Carry out administrative duties associated with providing a comprehensive and supportive service to students/clients.

Provide a first point of contact for student welfare issues, referring problems on where they are complex or serious.

### ***Academic Enterprise***

Participate in the development of internal and external partnerships in order to disseminate information, share best practice, establish opportunities for collaborative work and enhance the reputation of the College.

Participate in networks to build new relationships that benefit both the Directorate and the College.

### ***Academic Development***

Design, review and adapt module and unit content in response to student feedback, awarding body and industry developments, in order to ensure that the students receive an outstanding learning experience.

Engage with quality assurance procedures, including the preparation of information and statistics as required by line managers, to ensure that standards are met and students/clients experience the highest quality teaching/learning

Collaborate with curriculum development activities and attend appropriate curriculum development events to ensure that the curriculum portfolio remains current and the assessment procedures are relevant.

Participate in open evenings, school liaison work, meetings with employers, examination board moderators/external examiners or representatives of Higher Education as required to ensure the widest possible publicity for College activities and the relevance of the curriculum to the student/client group.

### ***Student Recruitment***

Co-ordinate student recruitment events, as required, ensuring the effective use of time and resources.

Assist in appropriate pre-entry, recruitment, selection and admissions activities (including Open Days and Visit Days) in order to promote the Directorate and College and gain a better understanding of student needs/expectations.

Participate in Directorate and College marketing events on and off site as required.

### ***Teamworking***

Be an active member of course/subject teams and attend Directorate and College meetings, as required, in order to contribute to the decision-making process and to develop productive working relationships within and across teams.

Support new starters to the Directorate by providing support and training on the skills, processes, systems and activities that are specific to the directorate

Provide feedback to colleagues to support the development of self and others and to ensure the continuous improvement of performance.

**Special Features:**

Undertake teaching on a maximum of two evening per week if required  
Supervise Students on External Projects – Including occasional weekend work if required

**Miscellaneous:**

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the College's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are required to participate with the Appraisal process, engaging in the setting of objectives in order to assist in the monitoring of performance and the achievement of personal development.

Such other relevant duties commensurate with the post as may be assigned by your Manager in agreement with you. Such agreement should not be unreasonably withheld.

**Review:**

This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes.

# Person Specification

<b>Job Title:</b>	Lecturer in Creative Makeup Practise
<b>Directorate:</b>	Curriculum & Quality
<b>Department:</b>	Higher Education & Access
<b>Section:</b>	Faculty of Creative Industries



In order to be short-listed you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will use the desirable criteria to produce the shortlist.

All disabled candidates who meet the minimum essential criteria will be included on the shortlist

	Attributes	Item	Relevant Criteria	How Identified	Essential/ Desirable
1	Skills & Abilities	1.1	Ability to convey information (both orally and in writing) to a range of diverse audiences.	I/A	E
		1.2	Ability to deliver high quality teaching and learning in Media Make Up levels 3-6.	I/A/P	E
		1.3	Ability to provide appropriate pastoral support.	I	E
		1.4	Ability to work independently and as part of a team in order to deliver individual and team objectives.	I/A	E
		1.5	Competent in the use of Microsoft Word, Excel, Outlook and PowerPoint, or equivalent packages.	A	E
		1.6	Excellent communications skills.	I/P	E
2	General & Special Knowledge	2.1	Possess sufficient breadth, depth and currency of specialist knowledge in order to teach at degree level.	I/A	E
		2.2	Appropriate knowledge of Media Make Up Design within a TV/ Film, photographic and theatrical context.	I/A/P	E
		2.3	Knowledge of and/or use of web-based learning methods.	I	D

3	Education & Training	3.1	A degree or equivalent Vocational Qualifications in the area of Artistic & Media Make Up	A/C	E
		3.2	A Cert Ed or equivalent or willingness to achieve within 2 years of appointment	A/C	E
		3.3	Post Graduate qualification in Media Make Up design or related specialism	A/C	D
		3.4	Level 2 English and Maths qualifications (or equivalent)	A/C	E
4	Relevant Experience	4.1	Full or part-time teaching experience at degree level.	A	D
		4.2	Experience of designing and delivering content and/or learning materials within existing frameworks.	A	E
		4.3	Relevant industrial experience within a TV/film/ fashion/ photographic/ theatrical context.	A	E
		4.4	Experience of developing partnerships/links with internal and/or external agencies.	I	D
		4.5	Experience of working as a Make Up Artist on a commercial basis	A	E
<b>Key:</b>	<b>How Identified</b>	<b>A</b>	Application		
		<b>I</b>	Interview		
		<b>T</b>	Test		
		<b>C</b>	Copy of Certificates		
		<b>P</b>	Presentation		