

JOB DESCRIPTION



Programme Leader - Graphics

ROLE OVERVIEW

Job Title: Programme Leader - Graphics

Grade: Programme Leader

Contact Hours: Annual maximum: 864 hours, weekly maximum; 26

Contract: Permanent

Faculty: Art & Design

Responsible to: Curriculum Area Manager

Main Responsibilities

1. Teaching, Learning and Assessment

- 1.1 Participate in the interviewing, enrolment and induction of students.
- 1.2 Deliver high quality teaching and learning in Graphics, primarily within studio and workshop environments.
- 1.3 Prepare schemes of work, lesson plans and assessment plans that reflect current photographic practice.
- 1.4 Provide ongoing assessment and feedback, setting and marking work that is relevant, challenging and appropriate to the course.
- 1.5 Provide appropriate academic and vocational support to individual students, referring them to specialist services where necessary.
- 1.6 Contribute to the wider enrichment of students, including exhibitions, projects and external opportunities where appropriate.
- 1.7 Maintain an effective, safe and professional learning environment within studios and teaching spaces.
- 1.8 Ensure teaching materials and resources reflect current best practice in graphics, contributing to strong outcomes in retention, attendance, achievement and progress.
- 1.9 Participate in quality assurance and quality improvement processes.
- 1.10 Prepare students for a range of assessments and accreditation.
- 1.11 Maintain accurate and detailed student records, including target setting, progress monitoring and contributions to reports and references.
- 1.12 Set and monitor Personal Targets and eLLPs in line with Faculty and College policy.
- 1.13 Participate in parents' evenings, open events, recruitment activities and other promotional events.

2. Tutor Responsibilities

- 2.1 Provide timetabled academic, vocational and pastoral support to students.
- 2.2 Deliver tutorial support on both a group and one to one basis.
- 2.3 Maintain effective communication with parents, carers and external agencies, supporting the day to day needs and progress of students.

3. Programme Contribution and Leadership

- 3.1 Contribute to high quality teaching and learning within the Graphics programme.
- 3.2 Support the development and delivery of the Extended Diploma provision.

3.3 Contribute to the planning and ongoing review of programmes of study and elements of the curriculum rationale.

3.4 Work collaboratively with colleagues, including Associate Lecturers, to ensure consistency and quality of delivery.

3.5 Contribute proactively to quality assurance, self-assessment and continuous improvement within the programme, faculty and wider College.

3.6 Support the ongoing development of the subject area and contribute to the Faculty's strategic direction.

4. Additional Duties

4.1 Promote a teaching, learning and working environment that is inclusive, respectful and free from discrimination, where all students are supported to succeed.

4.2 Be responsible for safeguarding and promoting the welfare of students.

4.3 Undertake additional duties as reasonably required, in line with the responsibilities of the role.

4.4 Carry out all duties in line with the College's values and aims.

MANDATORY DUTIES

2.1 Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in college.

2.2 Commitment to equal opportunities.

2.3 Commitment to British Values and the Prevent Agenda.

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.

This job description is current at the review date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

Reviewed: May 2025

Person Specification

Programme Leader - Graphics

Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria:

- Experience of working within the Creative Industries/ Creative Education (A/I)
- Experience of teaching within the arts at a post compulsory level (A/I)

Desirable Criteria:

- Experience leading a curriculum team (A/I)
- Experience of tutoring(A/I)
- Experience of teaching across a range of levels from level 1 to 4, and across a variety of course types including UAL Diplomas, A Levels, Art Foundation.

Skills and Abilities

Essential Criteria:

- Ability to plan and deliver high level art lessons (A/I)
- Excellent knowledge of art technologies/processes (A/I)
- Excellent, up-to-date knowledge of industry standards and trends within the area of art (A)

Desirable Criteria:

- Adobe Suite competence (A)

Qualifications

Essential Criteria

- A degree or related qualification at level 4 in a relevant subject and/or relevant experience. (A/I)
- Cert.Ed./PGCE or other teaching qualification (A)

Desirable Criteria:

- Professional or academic qualification appropriate to subject area (A)

Personal Qualities

Essential Criteria:

- Confident, enthusiastic and motivated (A/I)
- Ability to work in a team with limited supervision (I)
- Willing to share good practice (I)
- A commitment to embracing equality and diversity within teaching practice (I)
- A commitment to continual professional development, with a willingness to undertake further training if necessary (A/I)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College (I)
- Commitment to EDI (I)
- Commitment to British Values and the Prevent Agenda (I)

Reviewed: May 2025

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.