

JOB DESCRIPTION

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| POST TITLE: | Variable Hours Lecturer in Art and Design |
| GRADE: | £14.42 - £23.70 per hour including holiday pay (Dependent upon qualifications) |
| WORK ARRANGEMENTS: | As and when required |
| DEPARTMENT: | Applied, Academic and Service Industries |
| RESPONSIBLE TO: | Curriculum Operations Manager |
| RESPONSIBLE FOR: | Contributing to a variety of subject areas to support the College's vision to become and sustain outstanding |

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.

DUTIES AND RESPONSIBILITIES

1. Work effectively together with classroom based, work based and cross-college colleagues as one team, respecting and valuing each other to deliver outstanding services to students.
2. Producing schemes of work and maintaining records of work for each area of scheduled teaching.
3. Developing and evaluating student learning materials and assignments appropriate to a range of learning situations.
4. Contributing to the delivery of the programme of learning in accordance with College policies.
5. Teaching in designated areas deploying an appropriate range of teaching and learning styles.
6. Maintaining academic records including registers, records of work and any other records which may be required from time to time.
7. Preparing and marking College devised examinations and other assessment procedures.
8. Returning assessed work promptly to students indicating proposals for improvement.
9. Assessing and verifying assessments as a member of the programme team.
10. Planning and organising work placements, field trips, site visits and related activities.

11. Participating in programme team(s) and contributing towards the planning, development and administration of programmes and assessment of students work.
12. Participating in the College Quality Assurance process in order to evaluate the effectiveness of programmes.
13. Identifying, in consultation with programme team(s), curriculum development and learning resource needs and advising the Career Pathway Leader and Curriculum Operations Manager.
14. Assisting with visits from and to schools, taster courses and work experience for potential students.
15. Acting as personal tutor to nominated groups and individual students.
16. Participating in the guidance and interviewing processes to ensure that students and prospective students follow appropriate learning programmes.
17. Participating in reporting processes to provide feedback for parents and other sponsors.
18. 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 training and carrying out health and safety related activities as appropriate to the role.

Person Specification

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| Post: | Variable Hours Lecturer | Department: | Applied, Academic & Service Industries |
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| Key Requirements: | Essential/ Desirable | Assessed |
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| Qualifications: | | |
| Recognised professional qualification in Art and Design | E | A |
| Degree in a relevant field | E | A |
| Recognised teaching qualification or willingness to gain Cert Ed/PGCE within 2 years of commencement of employment | E | A/I |
| Level 2 qualification in Maths and English and willingness to undertake further maths and English training | E | A |
| Experience: | | |
| Professional sector based experience in Art and Design | E | A |
| Successful teaching/training experience | E | A |
| Experience of delivering curriculum to 16-18 year olds and adult learners | E | A |
| Experience of delivering Higher Education modules | D | A/I |
| Experience of teaching Art and Design | E | A |
| Experience of successful course leadership and personal/ subject tutor group management | D | A/I |
| Skills/Knowledge: | | |
| An ability to deliver units across the whole range of Art and Design courses at various qualification levels and to embed maths and English and Equality and Diversity in learning experiences | E | A/I |
| Ability to deliver Functional English and/or Functional Maths | D | A/I |
| An ability to successfully monitor and manage course performance and success including attendance, retention and achievement | D | A/I |
| An ability to successfully monitor and manage personal/ subject tutor groups and support them to success | D | A/I |
| Ability to use a range of ICT programmes to monitor student progress and assessment | E | A/I |
| Qualities: | | |
| Ability to work in a team and support others (team work skills) | E | A/I |
| A flexible, creative and innovative approach to teaching | E | A/I |
| Willingness to travel between sites and work evening/weekend sessions | E | A/I |
| Strong organisational and time management skills, ability to prioritise | E | A/I |
| Excellent interpersonal, verbal/non-verbal and written communication skills | E | A/I |
| Empathy with students and colleagues | E | A/I |
| Other Requirements: | | |
| An understanding of Safeguarding of Children & Vulnerable Adults within the workplace | E | A/I |
| Full commitment to Equal Opportunities and anti-discriminatory working practices | E | A/I |

E = Essential

D = Desirable

A = Application

I = Interview

T = Test

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| Produced by: | | Date Produced: | |
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