

**Job Description**

**Visiting Teacher in Media**

**Construction and Creative Industries**

**The role**

The post holder will be required to deliver outstanding quality teaching, learning, assessment and tutorial support to learners so as to maximise achievement and continuous improvement. Lead and manage a study programme or group(s) in the curriculum area.

**Responsible to:** Curriculum Manager – Media, Digital Arts, Music and Performing Arts

**Main Purposes and Responsibilities**

The main purpose of the role is to:

* Plan and prepares assignments and projects, delivers teaching and conducts tutorials and assessments for students within the School. Teaching up to 13 hrs per week
* Create and implement innovative teaching, learning and assessment. Effective learning support material, methods and applications.
* Undertake induction and set smart targets for attendance and punctuality ensuring student attendance, retention and progress on courses. Taking responsibility for the achievement and success data of the course.
* Actively contribute to the school community, identifying opportunities for employment and skills focused study for learners.
* Undertake as required the necessary administrative duties, for example the examinations process, and all other aspects of Quality Assurance including assessment of student work, undertaking progress reviews and maintaining student records, Internal Verification and Monitoring Reviews and Assessment Boards.
* Liaise with parents / carers and work experience providers as required including attending parents’ meetings.
* Participate in the student recruitment and admissions process, open evenings, and competitions with a interest to develop wider collaborative dept./college opportunities
* Maintain an up-to-date knowledge of developments in the relevant subject/course Develop and maintain and co-ordinate effective industrial links
* Organise and participate in relevant industrial visits and with screenings, exhibitions and end of year shows.
* Attend, contribute to and co-ordinate where necessary relevant college events, including guidance, enrolment, open events, Parents’ Evenings and Awards Evening as appropriate
* Participate, as a team member, in the development of teaching methods and strategies towards an ethos of continuing improvement
* Carry out Quality Assurance and Self Assessment procedures in line with the College’s Quality Policy
* Contribute to the Faculty Development Plans Participate in the College’s Lesson Observation Scheme

**General Duties**

The post holder will assist with or undertake the following:

* To keep up-to-date with QA initiatives and to develop and meet service standards for the area of work.
* To participate in the Professional Development Programme and undertake training as required including all relevant areas of technology.
* To propose any ideas which may help to promote and extend the Group's reputation and efficient running of the Group.
* To work safely, consider the safety of others and work within the guidelines stated in the Group Health and Safety Policy
* To be available to assist in enrolment and other procedures, which may require occasional evening and weekend work.
* Undertake other duties as may be required by the Group Leadership Team or their representatives, in order to ensure the efficient functioning of the Group.

As a list of general duties, the above is not exhaustive. The work of the Group as a whole is expected to develop and the holder of the post will be required to work flexibly with colleagues to facilitate this development.

**Additional Information**

This Job Description / Specification is subject to periodic review.

### Salary scale: £21.38 - £38.60 per annum inclusive of London Allowance

**Person Specification**

**Visiting Teacher in Media**

**Person Specification, Experience and Qualifications**

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| --- | --- | --- | --- |
|  |  | **Essential** | **Desirable** |
| 1 | Successful recent experience of teaching, learning and assessment with 16-18 year old and 19+ learners on FE & HE Media courses | ✓ |  |
| 2 | Successful record of tutoring and supporting 16-18 and 19+ year old learners | ✓ |  |
| 3 | Successful record of setting and implementing target setting, monitoring and reviewing learner progress  | ✓ |  |
| 4 | Strong evidence of teaching learning assessment and tracking. | ✓ |  |
| 6 | Minimum of BA (Hons) in a Film, Media, or another related creative or digital arts subject.  | ✓ |  |
| 7 | Teaching qualification – PGCE or equivalent or a willingness to work towards completion of qualification within 12 months of starting post. | ✓ |  |
| 8 | Grades GCSE A\*-C in English and Mathematics | ✓ |  |
| 10 | Working knowledge from a creative film and media production background, including areas such as TV Production, visual FX, Design, art, animation, camera work, photography, advanced Photoshop, After Effects/Creative Cloud, graphic and image manipulation or studio production.  | ✓ |  |
| 11 | Exceptionally high level of computer literacy  | ✓ |  |
| 12 | Able to work under pressure and to strict deadlines | ✓ |  |
| 13 | Able to use initiative, organise and prioritise | ✓ |  |
| 14 | Able to identify and implement improvements in existing systems | ✓ |  |
| 15 | Able to communicate effectively at all levels | ✓ |  |
| 16 | Able to produce and present reports to a variety of audiences  | ✓ |  |
| 18 | Commitment to establishing and maintaining good working relations with colleagues and students | ✓ |  |
| 19 | Evidence of commitment to the safeguarding and promotion of the welfare of children and vulnerable adults | ✓ |  |
| 20 | Commitment to the provision of a quality service and the implementation of quality improvements | ✓ |  |
| 21 | Commitment to valuing diversity | ✓ |  |
| 22 | Able to work flexibly throughout the week/over the year by prior agreement | ✓ |  |