**Varndean College**

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| **Job Description** | |
| **Job Title:** | Course Tutor with Programme Leader (job share) 3d Design |
| **Department:** | School of Psychology and Visual Arts |
| **Grade:** | Sixth Form Colleges Association (SFCA) Teachers salary spines £23,396 -£38,748 per annum pro rata |
| **Hours:** | Up 22 periods 0.64705 FTE(TBC) |
| **Responsible to:** | Principal through to the Assistant Head of School |
| **Start date:**  **Contract:** | September 1st 2019  Permanent |
| This job description compliments that relating specifically to the post and Conditions of Service as laid down in SFCA Teaching Staff Handbook. These may be reviewed and amended in consultation with the post holder in the light of any changes in the requirement and priorities within the College**.** | |
| **School of Psychology and Visual Arts** | |
| The School of Psychology and Visual Arts at Varndean College offers a diverse range of courses including: Fine Art, Textiles, Film, Media, Photography, Graphic and 3D Design and Psychology at level 3 and IB; Vocational Art and Design, at level 2 Most 16-19 Varndean College students live within the Brighton and Hove area, however, significant numbers come from further afield. The average teaching group size is usually around sixteen. Retention and achievement are well above benchmark on almost all courses.    Fifteen tutors, organised in Programme teams, are supported by four specialist technicians. Teaching takes place in well-equipped workshops, studios, editing suites, performance spaces and digital classrooms.  Coursework or ongoing assessment feature in a number of courses. Through liaison work including open evenings, visits to partner schools, individual interviews and meetings with subject tutors, students are made aware of the demands of learning at this level. Positive work goes into the recognition of prior learning, and students receive regular verbal and written feedback. Attendance, timekeeping and other issues are tracked through the student management system.  Colleagues organise study visits to theatres, galleries and museums in London, and locally and make longer visits to Venice, Florence, or Paris while the Arts Enrichment Programme brings together students with practising artists, photographers and designers.  Significant numbers of students progress to specialist courses in film and Psychology. Many continue their studies in art, design or photography through Foundation Courses and specialist degrees. The Slade, Goldsmiths, Wimbledon, Kingston, Camberwell, Falmouth, Edinburgh, Glasgow and Brighton are among our visual arts students’ destinations.  The Visual Arts dept has been graded as ‘excellent’ through the External Quality Assurance process.  Applicants invited for interview will be expected to present a portfolio of appropriate student work, together with examples of their own professional practice. | |
| **Key Duties & Responsibilities:**  1. Teaching   1. Plan and prepare teaching and learning programmes appropriate to the educational needs of the students. 2. Set, assess and mark students’ work, maintaining clear and accurate records 3. Develop and use a range of teaching and learning techniques according to students’ needs and abilities 4. Provide students with support, advice and guidance, as appropriate. 5. Ensure a thorough and up to date knowledge of the curriculum area. 6. Work with the Head of School, Assistant Head of School and departmental colleagues on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.   2. Programme Coordination/Leading   1. Managing a team 2. Course provision: schemes of work 3. Appraisals 4. Self-Assessment Review 5. Managing budget 6. Organising trips 7. Chairing programme team meetings etc.   3. Assessments and Reports   1. Provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students 2. Maintain accurate records of student attendance and progress   4. College wide responsibilities   1. Support the College’s mission, values and strategic objectives 2. Promote the College’s equal opportunities and diversity policy 3. Implement the College’s health and safety policy and procedures 4. Attend staff briefing, full staff and departmental meetings as required and other such meetings as required by the Principal 5. Participate in the College’s continuing professional development scheme 6. Carry out a share of supervisory duties as may be agreed with the Principal. 7. Undertake such other duties as the Principal may request within reason. | |
| This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the grading of the post. | |

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| **Person Specification** | | |
|  | **Essential** | **Desirable** |
| **Education,**  **Qualifications and Training** | * A relevant degree and/or professional vocational qualification * A recognised teaching qualification/qualified teacher status | * Relevant further or higher degree |
| **Relevant Experience** | * Successful teaching experience or teaching practice in the subject in the 14-19 sector or post 16 | * Evidence of good examination results and added value |
| **Knowledge, Skills and Competencies** | * Ability to adopt a variety of strategies to suit students’ different learning styles * Detailed knowledge of the curriculum * Proven ability to plan and prepare courses and lessons * Good ICT and administrative skills. Ability to keep accurate records of students’ progress. * Experience of Design based equipment / machine safety training and use of digital software applications. * 3D workshop - working in metal, wood, and plastics. Sound workshop experience/knowledge of tools and equipment.  3D projects at Varndean are architectural, product and sculptural based. * Knowledge of laser cutting and Corel draw. | * Knowledge of curriculum developments in the post-16 education sector * The ability to contribute to other courses and subject areas * Ability to use 3D printer * Ability to use 123D Design |
| **General Attributes** | * Effective interpersonal and communication skills * The ability to work as part of a team and to contribute to its development * Good organisational and time management skills |  |
| **Other requirements** | * Enthusiasm for working with young people * An understanding of safeguarding and its importance within the college * Commitment to continuing professional development | * Ability to contribute to enrichment activities and other aspects of College life |

*Varndean College has a commitment to safeguarding and promoting the welfare of students and expects all staff to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure and Barring Service (DBS). Please note, candidates suitability to work with young people will be explored at interview.*

**Teaching Staff - General Information: Terms and Conditions**

**Job title:** Tutor with Programme Leader post

1. **Contract**

This post is offered as a permanent post. Contractual arrangements for this post determining conditions of employment are as agreed between the Sixth Form Colleges Association (SFCA) and staff representatives at national level.

**2. Hours of Work**

This is a post will be offered as a part time role teaching up to 22 periods (of 45 minutes) per week –to include a Wednesday, Thursday and Friday (subject to student enrolments). The College day starts at 8.40am until 5.05 pm.

**3 Salary**

This post is paid on the SFCA Teachers’ pay spine - currently £23,396-38,748 per annum pro-rata. Appointment on the salary scale will depend on relevant experience and qualifications.

Salaries are paid monthly in arrears through the BACS system directly into the bank or building society account of each member of staff.

**Pension Entitlement**

All employees automatically become members of the Teachers’ Pension Scheme unless they decide to opt out. Members of the scheme are required to contribute 6.4% of their pay and Varndean College will make a further contribution of 16.48% of the pensionable pay.

**Notice Period**

You are entitled to receive, or required to give, two months' notice of termination of employment and in the Summer term three months', terminating at the end of term as defined below for this purpose:

the Summer term ends on 31 August

the Autumn term ends on 31 December

the Spring term ends on 30 April

**Pre-appointment Checks**

This appointment is subject to satisfactory references, proof of identity and eligibility to work in the UK, an enhanced DBS Disclosure, satisfactory medical questionnaire and

presentation of original qualification certificates (if requested).

**Probation**

Confirmation of your appointment will be subject to satisfactory completion of a period of induction of 9 months. During this period you will be expected to establish your suitability for the appointment.

**Protection of Children and Vulnerable Adults**

The College is committed to safeguarding and promoting the welfare of children and vulnerable adults, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring (DBS).

The nature of this post requires the College to undertake an enhanced DBS check on the appointed candidate for any convictions which make it undesirable for the candidate to undertake this post. **Under the terms of the check you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the rehabilitation of Offenders Act 1974.**

March 2019