

Job Description

Directorate	Life Skills & Young People
Department	14-16 College
Section	14-16 College
Job Title:	Lecturer in Performing Arts (0.16fte)
Grade:	Academic Qualified
Reports To:	Director of Curriculum
Responsible For:	

Teaching Commitment: 4 hours per week

Core Responsibilities

- Deliver well planned fun and unmissable teaching, learning and assessment which enables students to progressively develop detailed knowledge and skills and achieve programme qualifications in order to progress to future learning and or employment.
- To teach Performing Arts Vocational qualification to students in the 14 – 16 College including those following the Career College vocational pathways
- Implement appropriate feedback and assessment systems to accurately check learning, adapting teaching as required to address misconceptions.
- To safeguard and promote the welfare of children, young people and vulnerable adults who are students of the College.

Key Accountabilities

- Deliver unmissable teaching, presenting subject matter clearly and in a manner which promotes appropriate discussion about the subject matter being taught and enables learning to be consolidated in preparation for external assessment where appropriate and or next steps.
- Develop assessments and mark students' work in accordance with College policy, to check understanding providing clear, direct and constructive feedback which addressess misconceptions and enables students to embed and develop their knowledge and skill.

Key Tasks:

Quality of Education

Develop and use high quality resources and teaching materials which meet course frameworks and learning outcomes.

Use technology, including the college's virtual learning environment, effectively to enable independent learning at any time or place.

Keep up to date with relevant course subject matter, industrial/commercial developments, course examination/assessment requirements and legislation.

Ensure all lessons commence promptly in accordance with the timetable and all teaching time is fully utilised to maximise learning.

Maintain a teaching environment which allows learners to focus on learning that reflects the ambitious intentions for the course of study.

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

Plan and effectively deploy Academic Support Workers to support teaching learning and assessment.

Develop and use initial assessments to accurately determine learners starting points and continually monitor that substantial and sustained progress is being made.

Ensure all appropriate arrangements are in place for successful examination completion and achievement

Take part in standardisation and internal quality assurance processes for example, the Course Review and SAR process and prepare relevant information and statistics as required.

Behaviour and Attitudes

Consistently apply College standards, encouraging positive behaviour to promote high expectations of all learners and supporting the development of a College culture which is free from bullying, harassment or discrimination.

Maintain a fair and disciplined learning environment, setting clear expectations for behaviour addressing concerns in a timely manner following College policies and procedures.

Consistently challenging lateness and attendance concerns, working with learners to build resilience and find solutions to individual challenges. As appropriate signpost to relevant College support services.

Embed career related employability skills through high quality teaching and learning to support progression.

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

Identify and support internal and external activities and events which provide opportunities for students to further develop their skills, knowledge and social responsibility.

Personal Development

Participate in the development of external partnerships in order to enrich teaching and learning and enable learners to develop knowledge and skills beyond the qualification.

Provide opportunities for learners to develop their character, confidence and resilience to promote physical and mental wellbeing.

Pastoral Support

Work with the Progress Coaches and support team to ensure student needs are met effectively and provide a first point of contact for student welfare issues, referring problems on where they are complex or serious.

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

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

Liaise with parents, guardians and employers to ensure students are progressing and developing in a timely manner and to their full potential.

Other

Participate in Parents' evenings, school liaison work, meetings with employers, examination board moderators/assessors/verifiers or representatives of Higher Education as required.

Assist in admissions activities such activities as open events, learner experience days and employer engagement events.

Collaborate with College marketing to celebrate student achievements.

Maintain the timely and accurate completion of MarkBook, registers and other relevant systems to accurately record student assessments and feedback.

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.

Undertake cross College exam invigilation as required.

Role Impact:

Successful delivery of the role will impact most significantly on the achievement of the following Strategic Aims:

- The 'Curriculum' Aim: Provide a challenging, well-thought-out and evidence-based curriculum offer that reflects local need and is implemented with integrity and in the best interest of all learners.
- The 'Teaching' Aim: Deliver fun and unmissable lessons that learners enjoy, attend and which support them to make progress and achieve their potential

Special Features:

None

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



Job Title:	Lecturer in Performing Arts (0.2fte)
Directorate:	Life Skills and Young People
Department:	N/A
Section:	14 – 16 College



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	E
		1.2	Ability to deliver high quality teaching and learning,	T	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	E
		1.5	Competent in the use of Microsoft Word, Excel, Outlook and PowerPoint, or equivalent packages.	I	E
		1.6	Excellent communications skills.	I	E
2	General & Special Knowledge	2.1	Specialist skill in acting, musical theatre and/or performance.	I	E
		2.2	Appropriate knowledge to teach at level 1 and Level 2.	I/T	E
		2.3	Knowledge of and/or use of web-based learning methods.	I	E
3	Education & Training	3.1	A minimum of a level 3 qualification in an area of performing arts.	A/C	E

		3.2	A Cert Ed or equivalent	A/C	E
		3.3	Hold an AI Assessor qualification or equivalent	A/C	D
		3.4	Level 2 English and Maths qualifications (or equivalent)	A/C	E
		3.5	Post Graduate qualification in Performing Arts	A/C	D
4	Relevant Experience	4.1	Possess sufficient breadth and/or depth of specialist knowledge to make the delivery of Performing Arts relevant to students on 14 – 16 College vocational pathways	A	E
		4.3	Experience of designing and delivering content and/or learning materials within existing frameworks.	A	E
		4.4	Experience of and a passion to teach 14 – 16 year old students.	I	E
		4.5	Experience of developing partnerships/links with internal and/or external agencies.	I	E
Key:	How Identified	A	Application		
		I	Interview		
		T	Test		
		C	Copy of Certificates		
		P	Presentation		