

Job Description

Title:	Associate Lecturer
Grade:	Associate Lecturer
Activity:	Regulated
Contact Hours:	Variable
Responsible to:	Head of Faculty

Key role objectives

Provide an outstanding student experience through teaching, learning and assessment, enabling students to maximise their potential.

1. Teaching, Learning and Assessment:

- 1.1 Participate in the interviewing, enrolment and induction of students.
- 1.2 Provide teaching and learning whether in the classroom or a workshop.
- 1.3 Prepare schemes of work, lesson and assessment plans.
- 1.4 Provide ongoing assessment and feedback to students by setting and marking work both relevant and appropriate with the course.
- 1.5 Provide appropriate academic and/or vocational support to individual students, referring them, where appropriate, to other agencies.
- 1.6 Contribute to the wider enrichment of students.
- 1.7 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.8 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.

- 1.9 Participate in appropriate quality assurance procedures.
- 1.10 Prepare learners for a range of accreditation and assessments.
- 1.11 Maintain accurate and detailed student records, including setting targets, grades, monitoring and reviewing progress and contributing to reports and references.
- 1.12 Set and monitor Personal Targets and eILPs according to Faculty and College Policy.
- 1.13 Participate in parents' evenings, open evenings, recruitment, trade events, conferences and other marketing events.

2. Additional Duties

- 2.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 2.2 Be responsible for safeguarding and promoting the welfare of students.
- 2.3 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.
- 2.4 Promote and conduct your professional duties and responsibilities within the parameters of the colleges agreed values and aims.

Reviewed: Oct 2020

Person Specification

Associate Lecturer – Art & Design



Criteria		How Evaluated	
		Application	Interview
Experience	Essential:		
	<ul style="list-style-type: none"> - Experience of working within the Creative Industries/ Creative Education - Experience of teaching art at a post compulsory level 	<p>✓</p> <p>✓</p>	<p>✓</p>
	Desirable:		
	<ul style="list-style-type: none"> - Knowledge of Health & Safety and Risk Assessments 	<p>✓</p>	<p>✓</p>
Skills & Abilities	Essential:		
	<ul style="list-style-type: none"> - Ability to plan and deliver high level are lessons - Ability to teach traditional and experimental art processes - Excellent knowledge of art technologies/processes - Excellent, up-to-date knowledge of industry standards and trends within the area of art - Ability to supervise and demonstrate tasks confidently to lecturers and learners - Ability to work to deadlines - Demonstrable IT competency. 	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

	Desirable: <ul style="list-style-type: none"> - Adobe Suite competence 	✓	✓
Qualifications	Essential: <ul style="list-style-type: none"> - A degree or related qualification at Level 4 in a relevant subject and/or relevant experience - Cert Ed/ PGCE or other teaching qualification Desirable: <ul style="list-style-type: none"> - Professional or academic qualification appropriate to subject area 	✓ ✓ ✓	
Personal Qualities	Essential: <ul style="list-style-type: none"> - A commitment to embracing IT, and its implementation across the curriculum & within general working practices - Confident, enthusiastic and motivated - Ability to work effectively on own initiative - Ability to work responsively in liaison with colleagues, learners, college teams and external agencies - Ability to work in a team with limited supervision - Willingness to share good practice Desirable: <ul style="list-style-type: none"> - Willingness to undertake further training if necessary 		✓ ✓ ✓ ✓ ✓ ✓ ✓
Mandatory requirements	Essential: <ul style="list-style-type: none"> - Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College - Commitment to equal opportunities 		✓ ✓

Exeter College Values



At Exeter College we are committed to being an exceptional College. Therefore all employees will be expected to demonstrate our Exeter College Values.

VISION

To be an exceptional college.

MISSION

To shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.

