

Job Description: Lecturer A - Photography

Title:	Lecturer A
Grade:	EC5
Activity:	Regulated
Contact Hours:	Annual maximum: 865-1080 hours, weekly maximum 30
Responsible to:	Head of Faculty

Job Purpose:

To provide an outstanding learner experience through teaching, training, reviewing and assessing learners, enabling timely achievement.

Main Responsibilities:

1. Provide Teaching, Training, Learning and Assessment
 2. To maintain, coordinate and provide full technical support within the faculty
- 1. Teaching, Learning and Assessment**
- 1.1 Participate in the interviewing, enrolment/activation and induction of learners.
 - 1.2 Provide teaching and learning whether in a classroom, a workshop, an employer's location or other work environment.
 - 1.3 Provide ongoing assessment and feedback to learners by setting and marking work both relevant and appropriate to the courses, including in the workplace where required.
 - 1.4 Provide appropriate academic and/or vocational support to individual learners, referring them, where appropriate, to other agencies.
 - 1.5 Contribute to the wider enrichment of learners and support students' pastoral needs.

- 1.6 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.7 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.
- 1.8 Participate in appropriate quality assurance procedures.
- 1.9 Prepare learners for a range of accreditation and assessments.
- 1.10 Maintain accurate and detailed student records including the writing of reports and references.
- 1.11 Set and monitor Personal Targets and eLPs according to Faculty and College Policy.
- 1.12 To track the progression of learners, including work place reviews, to ensure timely achievement.
- 1.13 Provide specialist advice to learners and organisations regarding vocational and work based qualifications, delivery and progression options.
- 1.14 Keep up to date with curriculum advancements and ensure all programs are relevant and fully funded.
- 1.15 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

2. Provide Technical Support to Learners and Staff

- 2.1 To coordinate the use of specialist associated equipment and facilities
- 2.2 To support staff with responsibility for curriculum related to the specialist area.
- 2.3 To support pre-production and post production work related to the curriculum area.
- 2.4 To undertake appropriate training and act as a Health and Safety representative for all facilities and equipment in your specialist area.
- 2.5 Maintain specialist environments in a safe and tidy condition.
- 2.6 To provide Health and Safety talks and training to staff and learners as required.
- 2.7 To clean and maintain the equipment in your specialist area.
- 2.8 To prepare materials and equipment for use in the curriculum area.
- 2.9 Maintain inventories of equipment and supplies, including a yearly stock check.
- 2.10 Arranging for reordering of stock to agreed levels to maintain the continuity of practical teaching.

- 2.11 Sales of materials and handling of cash within college procedures.
- 2.12 Overseeing the loan of equipment through subject lecturers.
- 2.13 Assist staff and students in the preparation and hanging of faculty exhibitions.

3. **Additional Duties**

- 3.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 3.2 Be responsible for safeguarding and promoting the welfare of learners.
- 3.3 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.
- 3.4 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

Person Specification

Lecturer A - Photography



Criteria		How Evaluated	
		Application	Interview
Experience	Essential:		
	Experience of working within the Creative Industries / Creative Education	✓	✓
	Experience of teaching photography at a post compulsory level	✓	✓
	Experience of working within a team		✓
	Experience of using own initiative		✓
	Desirable:		
	Knowledge of Health & Safety and Risk Assessments	✓	
	Experience of working with young people	✓	✓
	Experience of teaching digital photography, including instructing on Photoshop	✓	✓
Skills and Abilities	Essential:		
	Ability to teach traditional darkroom-based film photography	✓	✓
	Excellent knowledge of Photography technologies and equipment including SLR & DSLR equipment	✓	✓
	Excellent knowledge of studio equipment	✓	✓
	Excellent, up-to-date knowledge of industry standard Media software packages, in particular, Photoshop		✓
	Ability to supervise and demonstrate tasks confidently to lecturers and learners		✓
	Excellent organisational and administrative skills		✓

	Excellent communication skills		✓
	Ability to work under pressure		✓
	Excellent time management skills		✓
	Desirable:	✓	✓
	Excellent, up-to-date knowledge of industry standard Media software packages, in In-Design and Final Cut Pro.		✓
	Knowledge of alternative photographic processes	✓	
	Essential:	✓	✓
Qualifications	Relevant level 3 /4 qualification or significant vocational experience	✓	
	Willingness to complete the Cert Ed within 3 academic years of joining the college	✓	
	Desirable		
	Instructor / Teacher qualification		✓
	Health and Safety qualification	✓	
	Essential:	✓	
Personal Qualities	A commitment to embracing IT, and its implementation across the curriculum & within general working practices	✓	
	Confident, enthusiastic, motivated		✓
	Ability to work responsively in liaison with colleagues, learners, college teams and external agencies		✓
	Ability to work in a team with limited supervision	✓	✓
	Willing to share good practice		✓
	A commitment to embracing equality and diversity within your teaching practice	✓	✓
	A commitment to continual professional development, with a willingness to undertake further training if necessary		✓
	Desirable:		
	Good problem-solving techniques		✓
	Commitment to safeguarding and promoting the welfare of children and vulnerable adults	✓	✓

	in College		
Mandatory Requirements	Commitment to equal opportunities		✓

